

U.S. Department of Justice  
Office of Justice Programs  
Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking



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### SMART FY 2022 Sexual Violence Prevention Initiative

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#### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking](#), (SMART) seeks applications for funding under the SMART Office FY 2022 Sexual Violence Prevention Initiative (SVPI) to reduce sexual violence and improve management of individuals convicted of sex offenses through research and practice. This program furthers the Department's mission of reducing violent crime by utilizing research and practice to prevent sexual violence.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance on the preparation and submission of funding applications to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant should follow the guidelines in this solicitation for that provision.**

#### Solicitation Categories

This solicitation does not include Solicitation Categories.

#### Eligible Applicants:

For profit organizations other than small businesses, Individuals, Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, Other

#### Other

Eligible applicants include faith-based organizations and community organizations and consortiums with demonstrated experience in the treatment, assessment and management of adults and juveniles who commit sex offenses, as well as research supporting these practices.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

The SMART Office will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

The SMART Office may elect to fund applications submitted under this FY 2022 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

## Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or email at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the full application in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates 5 a.m. to 9 p.m. Eastern time (ET) Monday--Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and Federal holidays.

For assistance with any other requirements of this solicitation, contact Kashan Arnold, grant manager, at 202-353-7312 or at [Kashan.Arnold@usdoj.gov](mailto:Kashan.Arnold@usdoj.gov); or Scott Matson at 202-305-4560 or at [Scott.Matson@usdoj.gov](mailto:Scott.Matson@usdoj.gov).

## Submission Information

Applications will be submitted to OJP in a **two-step process**.

**Step 1:** The applicant must [register with Grants.gov](#) and submit the required Application for Federal Assistance standard form (SF-424) and a Disclosure of Lobbying Activities (SF-LLL) form in Grants.gov. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov). To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the "How to Apply" section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

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## **Program Description**

### **Overview**

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats and builds trust between law enforcement and the community. The SMART Office assists states, the District of Columbia, territories and tribal jurisdictions with developing and/or enhancing programs designed to implement the requirements of the Sex Offender Registration and Notification Act (SORNA), Title I of the Adam Walsh Child Protection and Safety Act of 2006, and promotes innovation and best practices in protecting the public from sexual violence. The SMART Office seeks applications for the Sexual Violence Prevention Initiative (SVPI). SVPI will build upon previous work developed by the SMART Office by updating, collecting and summarizing research and practice on sexual violence prevention and sex offender management to highlight best practices and to inform OJP's research and grant-making efforts in this area.

### **Statutory Authority**

Adam Walsh Child Protection and Safety Act, 34 U.S.C. § 20901 et seq.

### **Specific Information**

Registration and notification play an important role in protecting the public from and informing the public about registered sex offenders. Also important is a broader scope of activities necessary to manage this population, reduce recidivism and prevent sexual violence. Recognizing the significant impact of sexual violence on victims and society—and the role of scientific evidence in developing and implementing effective policies and practices, including those focused on sexual offending—the SMART Office works to identify and disseminate information based on state-of-the-art research on central and emerging issues in sexual violence prevention and criminal justice interventions to inform policy and practice in the field.

In 2011, the SMART Office launched the Sex Offender Management Assessment and Planning Initiative (SOMAPI). As part of this effort, information was gathered about research and practice in the field and practitioners were enlisted to provide details about promising and effective programs and practices targeting those that commit sex offenses, and identify the needs of the various disciplines involved in monitoring and managing this population. The project yielded 13 literature review chapters, 14 research briefs, four fact sheets, a nine-part webinar series and numerous national, state and local level presentations and trainings on sex offense specific subjects. These products are available on the SMART Office's [SOMAPI webpage](#). Additionally, recommendations derived from the literature reviews and research and practice discussion forum have informed SMART's grant programs.

The Sexual Violence Prevention Initiative will build upon SOMAPI by updating literature review chapters and research briefs with current and emerging research and practice; developing additional literature review chapters and research briefs; drafting topical briefs targeted to specific disciplines and professionals involved in this work; and inventorying treatment, reentry and management practices, victim-centered approaches, and sexual violence prevention efforts and identifying potential best practices. If funds allow, a select group of researchers, treatment providers and other reentry practitioners, victim advocates and prevention specialists, and experts in investigation and prosecution of sex crimes will convene to discuss and peer review the project's findings and make recommendations on future directions.

### **Goals, Objectives, Deliverables, and Timeline**

#### **Goals**

The goal of SVPI is to reduce sexual violence and improve management of individuals convicted of sex offenses through research and practice.

#### **Objectives**

The objectives of SVPI are as follows:

- Develop and maintain literature review chapters and research briefs.
- Disseminate research findings to researchers and practitioners.
- Provide effective program management to achieve project milestones.

Specifically, project activities include the following:

- Update literature review chapters and research briefs with current and emerging research and practice.
- Develop additional literature review chapters and research briefs on relevant topics, including youth with sexual behavior problems, sexual violence prevention, and victim-focused programs and services.
- Objectively assess research methodologies and approaches used in the included literature.
- Draft topical briefs targeted to specific disciplines or professionals involved in sex offender-related work.
- Detail how other sex offender-related programming augments SORNA and disseminate this information to SORNA jurisdictions.
- Develop a dissemination plan to reach broad audiences and professions.
- Inventory sex offender-related policies and practices, as well as sexual violence prevention efforts and identify potential best practices.
- If funds allow, convene a select group of practitioners and experts in investigation and prosecution of sex crimes to discuss and peer review the project's findings and make recommendations on future directions.

### **Deliverables**

The SMART Office expects the following deliverables over the course of the project period:

- Updated literature review chapters and research briefs with current and emerging research and practice.
- New literature review chapters and research briefs.
- Topical briefs targeted to specific disciplines and professionals involved in this work.
- An inventory of treatment, reentry and management practices and sexual violence prevention efforts.
- A summary of best practices.
- A summary of research gaps and/or priorities for future work.
- Dissemination of information and materials, including a series of webinars, presentations and trainings, through print and web media.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

### **Evidence-Based Programs or Practices**

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources, see the OJP Grant Application Resource Guide's [Evidence-Based Programs or Practices](#).

### **Information Regarding Potential Evaluation of Programs and Activities**

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the OJP Grant Application Resource Guide's [Information Regarding Potential Evaluation of Programs and Activities](#).

### **Federal Award Information**

#### **Solicitation Categories**

This solicitation does not include Solicitation Categories.

**Awards, Amounts and Durations**

**Anticipated Number of Awards**

1

**Anticipated Maximum Dollar Amount of Awards**

\$500,000.00

**Period of Performance Start Date**

10/1/22 12:00 AM

**Period of Performance Duration (Months)**

36

**Anticipated Total Amount to be Awarded Under Solicitation**

\$500,000.00

**Continuation Funding Intent**

The SMART Office may in certain cases, provide additional funding in future years to awards made under this solicitation through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the award-funded work's progress, when making continuation award decisions.

**Availability of Funds**

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

**Types of Awards**

The SMART Office expects to make an award under this solicitation in the form of a cooperative agreement, which provides for OJP to have substantial involvement in carrying out award activities. See the OJP Grant Application Resource Guide's [Administrative, National Policy, and Other Legal Requirements section](#) for a brief discussion of important statutes, regulations and award conditions that apply to many (or in some cases, all) OJP grants.

**Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

**Budget Information**

This award is subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

**Cost Sharing or Matching Requirement**

This solicitation does not require a match.

**Pre-agreement Costs (also known as Pre-award Costs)**

See the [OJP Grant Application Resource Guide](#) information on Pre-agreement Costs (also known as Pre-award Costs).

**Limitation on Use of Award Funds for Employee Compensation: Waiver**

See the OJP Grant Application Resource Guide information on the [Limitation on Use of Award Funds for](#)

[Employee Compensation](#); Waiver.

#### **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

See the OJP Grant Application Resource Guide for information on [Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#).

#### **Costs Associated with Language Assistance (if applicable)**

See the OJP Grant Application Resource Guide for information on [Costs Associated with Language Assistance](#).

#### **Eligibility Information**

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the “Federal Award Information” section.

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit the [Executive Order on Safe Policing for Safe Communities page](#) to access the [Principles on Safe Policing and Use of Force](#), [Implementation Fact Sheet](#) and [List of Credentialing Bodies](#).

#### **Application and Submission Information**

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (Web-based Form) (The web-based form includes the budget details and the budget narrative.)

See the [Application Elements and Formatting Instructions](#) section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or is nonresponsive to the scope of the solicitation.

#### **Information to Complete the Application for Federal Assistance (SF-424)**

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424. In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

**Intergovernmental Review:** This solicitation (“funding opportunity”) **is not** subject to [Executive Order 12372](#). In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”

### **Standard Applicant Information (JustGrants 424 and General Agency Information)**

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to: add zip codes for areas affected by the project; confirm its Authorized Representative; and verify and confirm the organization's unique entity identifier, legal name, and address.

### **Proposal Abstract**

A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded.

### **Proposal Narrative**

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 25 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, the SMART Office may consider such noncompliance in peer review and in final award decision.

The following sections must be included as part of the proposal narrative:

#### **a. Statement of the Problem**

Applicants must describe the existing challenges and/or complexities of sexual violence and sexual offending, intervention strategies and research to date on this issue and population. Applicants must also demonstrate an awareness of the broad disciplines or professionals involved in sexual violence prevention and management of individuals convicted of sex offenses as well as the varied policies and practices across jurisdictions. Discussion should highlight the issues associated with working with this population, the complexities involved in research related to this population and enhancement and advancement of the SVPI project.

#### **b. Project Design and Implementation**

Applicants must detail how the project will operate during the funding period and describe the strategy that will be used to implement the proposed project. Applicants must detail how the project will align resources to effectively and efficiently implement the proposed project design and describe the strategy to implement the proposed project, including project goals and objectives. This section should illustrate proposed phases and activities and describe how the strategy will support the overall goals and objectives. An applicant should describe its ability to convene experts to discuss and review findings and make recommendations on future directions. The applicant should propose a dissemination plan to reach broad audiences and professions. Applicants should include a project timeline and identify staff responsible for each major task. The key staff performing these responsibilities and percentage of time that they dedicate to these activities should be clearly noted within the budget detail worksheet.

#### **c. Capabilities and Competencies**

Applicants must document their experience and capabilities to implement the project and the competencies of the staff assigned to the project. This section should include a description of the management structure and staffing of the project and include information that describes the roles and responsibilities of key organizational and functional components and personnel. This section must describe the experience and capability of the applicant and any contractors that will be used to implement the project and should highlight any previous experience implementing projects of similar design and magnitude. Discussion must demonstrate the applicant's competence and experience in sex offense-related work, literature review and scholarly research, organizing one or more convenings and dissemination strategies. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the project work plan. Position descriptions and résumés for key positions and personnel must be

submitted as an attachment.

**d. Plan for Collecting the Data Required for this Solicitation's Performance Measures**

Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the impact of the project. Describe the process to accurately report data and to share the data with the SMART Office at the completion of the project.

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measure information is included as an alert that successful applicants will be required to submit performance data as part of each award's reporting requirements.

OJP will require each successful applicant to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's [Performance Measurement page](#) for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found under the Performance Measures section.

The SMART Office will require award recipients to submit performance measure data and performance reports in JustGrants on a semi-annual basis. The SMART Office will provide further guidance on the post-award submission process, if selected for award.

**Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the [Note on Project Evaluations](#) section in the OJP Grant Application Resource Guide.

**Goals, Objectives, Deliverables, and Timeline**

The applicant will submit the Sexual Violence Prevention Initiative goals, objectives, deliverables and timelines in the JustGrants web-based form.

**Budget and Associated Documentation**

The applicant will complete the JustGrants web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

**Budget Worksheet and Budget Narrative (Web-based Form)**

The applicant will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

**Pre-Agreement Cost**

See the OJP Grant Application Resource Guide for information on [Pre-agreement Costs \(also known as Pre-award Costs\)](#).

**Indirect Cost Rate Agreement (if applicable)**

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the OJP Grant Application Resource Guide for additional information on [Indirect Cost Rate Agreement](#).

**Employee Compensation Waiver**

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

### **Financial Management Questionnaire (including applicant disclosure of high-risk status)**

The applicant will download the questionnaire, complete it, and upload it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information and the link to the questionnaire.

### **Disclosure of Process Related to Executive Compensation**

If applicable, the applicant will submit a description of the process used to determine executive compensation by uploading the document as an attachment in JustGrants. See the [Disclosure of Process Related to Executive Compensation](#) section of the OJP Grant Application Resource Guide for information.

### **Memoranda of Understanding (MOUs) and Other Supportive Documents**

Any applicant proposing a collaborative effort should provide a letter of cooperation, memorandum of understanding (MOU) or interagency agreement that documents the collaborative work of all involved agencies.

### **Additional Application Components**

The applicant should submit the following information as attachments to the application:

#### **Curriculum Vitae or Resumes**

Attach position descriptions and/or résumés or biographical sketches of all key staff or other individuals who will be significantly involved in substantive aspects of the project.

To assist OJP in assessing actual or apparent conflicts of interest (including conflicts on the part of prospective reviewers), include a complete list of the individuals named or otherwise identified anywhere in the application (including in the budget or in any other attachment) who will or may work, advise or consult on the proposed project. **This applies to all individuals, including any proposed subrecipient, entities contractors and consultants.**

#### **Timeline Form**

Submit as an attachment with each project goal, related objective, activity, expected completion date and responsible person or organization. Please use the actual calendar months and year in the program timeline.

#### **Research and Evaluation Independence and Integrity Statement**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the [Research and Evaluation Independence and Integrity Statement](#) OJP Grant Application Resource Guide.

#### **Organizational Chart**

Applicants should attach an organizational chart showing the applicant's internal structure, positions and hierarchy.

#### **List of Procurement Contracts**

If the application (including the budget) identifies any proposed noncompetitive agreements that are or may be considered procurement "contracts" (rather than subawards) for purposes of federal grants administrative requirements, the applicant also must list the entities with which the applicant proposes to contract. Applicants should provide this list as a separate sheet entitled "Proposed noncompetitive procurement contracts." Visit the OJP Grant Application Guide for more information on [proposed procurement contracts](#).

## Disclosures and Assurances

Applicants will address the following disclosures and assurances.

### Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. See [Disclosure of Lobbying Activities](#) in the OJP Grant Application Resource Guide for additional information.

### DOJ Certified Standard Assurances

Successful applicants will review and accept this document prior to receiving award funds. See [Administrative, National Policy, and Other Legal Requirements](#) in the OJP Grant Application Resource Guide for additional information.

### Applicant Disclosure of Duplication in Cost Items

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See [Applicant Disclosure of Pending Applications \(Duplication in Cost Items\)](#) in the OJP Grant Application Resource Guide for additional information.

### DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; and Law Enforcement and Community Policing in JustGrants. See the [Administrative, National Policy, and Other Legal Requirements](#) in the [OJP Grant Application Resource Guide](#) for more information.

### Applicant Disclosure and Justification: DOJ High Risk Grantees (if applicable)

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible. See [Applicant Disclosure and Justification — Grantees Designated as High Risk by DOJ](#) in the [OJP Grant Application Resource Guide](#) for additional information.

## How to Apply

Step 1: The applicant must [register in Grants.gov](#) and submit the **SF-424** and **SF-LLL** in Grants.gov.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants in [JustGrants.usdoj.gov](#).

For additional information, see the [How to Apply](#) section in the OJP Grant Application Resource Guide and the [DOJ Application Submission Checklist](#).

## Submission Dates and Time

Step 1: The **SF-424 and the SF-LLL** must be submitted in Grants.gov by **11:59 p.m. ET, June 17, 2022**.

Step 2: The **full application** must be submitted in JustGrants by **5:00 pm. ET, July 1, 2022**.

- Note that the time of submission in JustGrants has been moved up to 5 p.m. ET to help ensure the availability of JustGrants Support Desk help, if needed.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

## Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline must make efforts to obtain technical support before the deadline and document its efforts to submit before the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If the applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.* An applicant experiencing technical difficulties with the following systems must contact the associated support desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#)
- Grants.gov - contact the [Grants.gov Customer Support Hotline](#)
- JustGrants - contact the JustGrants Support Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the SMART Office contact (listed on page 2) **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Waiver requests to submit after the submission deadline must –

- Describe the technical difficulties experienced;
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond)
- Include an attachment(s) of the complete grant application and all required documentation and material; and
- Include the applicant's Unique Entity Identifier (UEI) and any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the [Experiencing Unforeseen Technical Issues](#) section in the [OJP Grant Application Resource Guide](#).

## Application Review Information

### Review Criteria

#### Merit Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

- a. Description of the Issue (20%).** Applicant must describe the existing challenges and/or complexities of sexual violence and sexual offending, intervention strategies and research to date on this issue and population. Applicants must also demonstrate an awareness of the broad disciplines or professionals involved in sexual violence prevention and management of individuals convicted of sex offenses as well as the varied policies and practices across jurisdictions. Discussion should highlight the issues associated with working with this population, the complexities involved in research related to this population and

enhancement and advancement of the SVPI project.

**b. Project Design and Implementation (40%).** Applicant must detail how the project will operate during the funding period and describe the strategy that will be used to implement the proposed project. Applicants must detail how the project will align resources to effectively and efficiently implement the proposed project design and describe the strategy to implement the proposed project, including project goals and objectives. This section should illustrate proposed phases and activities and describe how the strategy will support the overall goals and objectives. An applicant should describe its ability to convene experts to discuss and review findings and make recommendations on future directions. The applicant should propose a dissemination plan to reach broad audiences and professions. Applicants should include a project timeline and identify staff responsible for each major task. The key staff performing these responsibilities and percentage of time that they dedicate to these activities should be clearly noted within the budget detail worksheet.

**c. Capabilities and Competencies (20%).** Applicant must document their experience and capabilities to implement the project and the competencies of the staff assigned to the project. This section should include a description of the management structure and staffing of the project and include information that describes the roles and responsibilities of key organizational and functional components and personnel. This section must describe the experience and capability of the applicant and any contractors that will be used to implement the project and should highlight any previous experience implementing projects of similar design and magnitude. Discussion must demonstrate the applicant's competence and experience in sex offense-related work, literature review and scholarly research, organizing one or more convenings and dissemination strategies. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the project work plan. Position descriptions and résumés for key positions and personnel must be submitted as an attachment.

**d. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%).** Applicant should describe the process for measuring program performance. Identify who will collect the data, who is responsible for performance measurement and how the information will be used to guide and evaluate the program's impact.

**e. Budget (10%).** Applicant should provide a budget that is complete, cost effective and allowable (e.g., reasonable, allocable and necessary for project activities). The budget should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget descriptions should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project. Generally, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

**f. Other (5%).** Project abstract, project timeline (cite proposed month and year for each proposed project goal and objective), organizational chart, indirect cost rate agreement (if applicable), and position descriptions and resumes for key personnel.

#### **Other Review Criteria/Factors**

Other important considerations for the SMART Office include geographic diversity, available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

#### **Review Process**

Applications submitted under this solicitation that meet the basic minimum requirements, will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- The application must be submitted by an eligible type of applicant.

- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

**Important note on FAPIIS:** An applicant may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and SMART Office recommendations, but also other factors as indicated in this section.

## **Federal Award Administration Information**

### **Federal Award Notices**

See the OJP Grant Application Resource Guide for information on [federal award notices](#).

### **Administrative, National Policy, and Other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the [Administrative, National Policy, and Other Legal Requirements section](#) in the OJP Grant Application Resource Guide.

### **Information Technology (IT) Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the OJP Grant Application Resource Guide for information on [information technology security clauses](#).

### **General Information about Post-Federal Award Reporting Requirements**

In addition to the deliverables described in the “Program Description” section, all award recipients under this solicitation will be required to submit certain reports and data.

**Required reports.** Award recipients typically must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the OJP Grant Application Resource Guide for [General Information about Post-Federal Award Reporting Requirements](#), including performance measure data.

## **Federal Awarding Agency Contact(s)**

For SMART Office contact information, see solicitation cover page.

For Grants.gov contact information, see solicitation cover page.

For JustGrants contact information, see solicitation cover page.

### Other Information

#### Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

See the OJP Grant Application Resource Guide for information on the [Freedom of Information and Privacy Act \(5 U.S.C. §§ 552 and 552a\)](#).

#### Provide Feedback to OJP

See the OJP Grant Application Resource Guide for information on how to [provide feedback to OJP](#).

### Performance Measures

Objective	Performance Measure(s)	Data Recipient Provides
Develop and maintain literature review chapters and research briefs	Number of sexual violence-related written products developed or updated	Number of literature reviews conducted and briefs developed on relevant sex offense-specific topics during each month of the reporting period
	Number of experts consulted	Number and type of practitioners and experts selected to discuss and peer review the project's findings during each month of the reporting period
	Percentage of products peer reviewed	A) Number of products produced in each month of the reporting period B) Of those, the number research products peer reviewed
Disseminate research findings to researchers and practitioners	Provide dissemination plan	Dissemination plan that maximizes reach and is tailored to reach the intended audiences
	Number of outreach efforts to stakeholders	Number and type of outreach efforts to stakeholders, including, but not limited to email blasts, mailings, webinars, etc. during each month of the reporting period
	Provide data set to the SMART Office that is comprehensive of all compiled research and accurately reflects data used to generate SVPI products and materials	Provide data sets that result from inventories and outreach, if applicable, during each month of the reporting period

### Application Checklist

#### SMART FY 2022 Sexual Violence Planning Initiative

This application checklist has been created as an aid in developing an application. For more information,

reference the [OJP Application Submission Steps](#) in the [OJP Grant Application Resource Guide](#). The [DOJ Application Submission Checklist](#) is another resource.

### **What an Applicant Must Do:**

*Before registering in Grants.gov:*

- Confirm your Entity's [System Award Management \(SAM\)](#) Registration Information (see [OJP Grant Application Resource Guide](#))

*To register in Grants.gov:*

- Acquire Authorized Organization Representative (AOR) and a Grants.gov username and password (see step 3 in the [OJP Application Submission Steps](#))
- Acquire AOR confirmation from the E-Business Point of Contact (see step 4 in the [OJP Application Submission Steps](#))

*To find the funding opportunity:*

- Search for the funding opportunity in [Grants.gov](#) using the Opportunity Number, Assistance Listing or keyword(s)
- Access the Funding Opportunity and Application Package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Grants.gov Information](#)
- Read [OJP policy and guidance on conference approval, planning and reporting](#) (see [OJP Grant Application Resource Guide](#))

### **Overview of Post-Award Legal Requirements:**

- Review the [Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#).

### **Review Scope Requirement:**

- The federal amount requested is within the allowable limit(s) of \$500,000.

### **Review Eligibility Requirement:**

- Non-profit organizations (including tribal non-profit organizations)
- For-profit organizations (including tribal for-profit organizations)
- Individuals
- Institutions of higher education (including tribal institutions of higher education)
- Faith-based organizations
- Community organizations and consortiums

### **Application Step 1. Register and submit the SF-424 and SF-LLL in Grants.gov**

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the **SF-424** and **SF-LLL** in Grants.gov

*After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:*

- Documents have been received in Grants.gov
- Documents have either been successfully validated or rejected with errors

*If no Grants.gov receipt and validation is received, or if error notifications are received:*

- Contact the SMART Office or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see page 2).

Upon receipt of email notification of successful validation of SF-424 and SF-LLL:

- Proceed to Application Step 2 and complete application in JustGrants.

## **Application Step 2.**

Submit the following information in JustGrants.

### *Application Components*

- Standard Applicant Information (SF-424 info from Grants.gov)
- **Proposal Abstract\***
- **Proposal Narrative\***

*Budget and Associated Documentation* Worksheet and Budget Narrative (web-based form)

- **Budget Worksheet and Budget Narrative (web-based form)\***
- [Indirect Cost Rate Agreement](#) (if applicable)
- [Financial Management and System of Internal Controls Questionnaire](#)
- [Disclosure of Process related to Executive Compensation](#)

*Additional Application Components:*

- Timeline
- Memorandum of Understanding (if applicable)
- Resumes of key personnel
- List of [procurement contracts](#)
- Organizational chart
- [Research and Evaluation Independence and Integrity](#) assurance or mitigation plan (if applicable)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

*Disclosures and Assurances:*

- [Disclosure of Lobbying Activities \(SF-LLL\)](#)
- [Applicant Disclosure of Pending Applications \(Duplication in Cost Items\)](#)
- DOJ Certified Standard Assurance (see [Administrative, National Policy, and Other Legal Requirements](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [Administrative, National Policy, and Other Legal Requirements](#))
- [Applicant Disclosure and Justification — Grantees Designated as High Risk by DOJ](#)

**\* Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements. An application that OJP determines does not meet the basic minimum requirements will neither proceed to peer review, nor receive further consideration.**

*Submit application in JustGrants:*

- Receive green notification in JustGrants (“Thank you! The next step in this case has been routed appropriately.”)
- Receive email confirmation that application has been successfully submitted in JustGrants.

*If error notification is received or confirmation email is not received:*

- Contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175 regarding technical difficulties.