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The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking (SMART) is pleased to announce that it is seeking applications for funding under the Fiscal Year (FY) 2013 Sex Offender Management Fellowship Program. This program furthers the Department's mission by supporting the activities of two fellowship positions to help the SMART Office meet its mission to assist states, the District of Columbia, territories, and tribal jurisdictions with developing and/or enhancing a program designed to implement the requirements of the Sex Offender Registration and Notification Act (SORNA) of the Adam Walsh Child Protection and Safety Act of 2006, and to promote innovation and best practices in the field of sex offender management.

## **SMART FY 13 Sex Offender Management Fellowship Program**

### **Eligibility**

1. Eligible applicants are limited to individuals; organizations are not eligible to apply. Applicants must demonstrate knowledge and familiarity of SORNA and sex offender management related work, and have a specific ability and strong desire to support technical assistance, training, and other needs of the SMART Office in the area of sex offender management, with a specific focus on either: 1) prevention of, and education about, sexual violence and other sex offending behaviors; or 2) investigation and research of juvenile and adult sex offender treatment and re-entry services in Indian Country.
2. Applicants must be able to demonstrate a financial and administrative capacity to manage the cooperative agreement, as well as the knowledge and skills to successfully execute the development of training, technical assistance, public awareness and other informational resources to meet the needs of victims of sexual violence that advances prevention and education programming, and/or the capacity of tribal communities to provide treatment or re-entry services to sex offenders in Indian Country. For the Indian Country fellowship only, the SMART Office will favor applicants who can demonstrate experience relevant to the unique demands of working with tribal communities, including experience working in tribal communities or Indian Country.
3. Applicants may apply for more than one fellowship category, but must submit a separate application under each fellowship category. No more than one fellowship will be awarded per individual and per topical category.

**The SMART Office may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations in future years.**

## **Deadline**

Applicants must register with [Grants.gov](http://Grants.gov) prior to submitting an application. (See “How to Apply,” page 20.) All applications are due by 11:59 p.m. eastern time on June 3, 2013. (See “Deadlines: Registration and Application,” page 4.)

## **Contact Information**

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to [support@grants.gov](mailto:support@grants.gov). The [Grants.gov](http://Grants.gov) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact Dawn Doran or Faith Baker, Deputy Directors, by telephone at 202-514-4689 or by e-mail at [Dawn.Doran@usdoj.gov](mailto:Dawn.Doran@usdoj.gov) or [Faith.Baker@usdoj.gov](mailto:Faith.Baker@usdoj.gov).

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# **SMART FY 13 Sex Offender Management Fellowship Program (CFDA # 16.750)**

## **Overview**

The mission of the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking (SMART) is to assist 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) of the Adam Walsh Child Protection and Safety Act of 2006, and to promote innovation and best practices in the field of sex offender management.

The SMART Office seeks to fund two fellowship positions focusing on enhancing its capacity to provide assistance and support to state and local jurisdictions on their responses to sexual violence and exploitation in the context of sex offender management. The term sexual violence and exploitation is broadly defined for this solicitation and includes the following: sexual assault, sexual exploitation including sex trafficking and commercial sexual exploitation, and child sexual abuse. One of the two fellowships will focus on: 1) prevention of and education about sexual violence and other sex offending behaviors; the other will focus on investigation and research of juvenile and adult sex offender treatment and re-entry services in Indian Country. The goal of these fellowships will be to work on multi-disciplinary issues with the relevant program offices within the Office of Justice Programs (Office of Victims of Crime, the Office of Juvenile Justice and Delinquency Prevention, the Bureau of Justice Assistance, the National Institute of Justice, and the Bureau of Justice Statistics), as well as the Office on Violence Against Women and other federal agencies, to explore and build a foundation within the field of sex offender management for the integration of effective approaches to prevention and education programming and/or juvenile and adult treatment and re-entry services in Indian Country.

**The SMART Office will consider allowing the applicant (s) to work from remote locations part-time.**

This project is authorized under 42 USC §§ 16901, *et seq.*

## **Deadlines: Registration and Application**

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on June 3, 2013. See the "How to Apply" section on page 20 for details.

## **Eligibility**

Refer to the title page for eligibility under this program.

## Sex Offender Management Fellowship Program-Specific Information

The SMART Office will be funding two fellowship positions. One will focus on sexual violence prevention and education programming, and the other will focus on sex offender management programs in Indian Country, with an emphasis on the availability and nature of juvenile and adult sex offender treatment and re-entry services in Indian Country. The goal of these fellowships will be to work on multi-disciplinary issues across the various program offices in the Office of Justice Programs (Office of Victims of Crime, the Office of Juvenile Justice and Delinquency Prevention, the Bureau of Justice Assistance, the National Institute of Justice, and the Bureau of Justice Statistics) as well as with the Office on Violence Against Women and other federal partners, to explore and build a foundation for integrating effective prevention and education programming into sex offender management practices and policies, and to determine the current state of sex offender management programming in Indian Country, including the availability and nature of juvenile and adult sex offender treatment and re-entry services for tribal communities. These fellowship positions will be expected to coordinate with the SMART Office staff and other DOJ/OJP offices.

Applicants who propose more narrowly focused fellowships that focus on their own specific interests will not be considered responsive to this solicitation and will not be forwarded for peer review. **Additionally, please note this fellowship award is not intended to support individual pursuits in research or other academic work.**

### Goals, Objectives, and Deliverables

SMART may support fellowships in the two categories listed directly below. Applicants must clearly indicate the topical area of the fellowship for which they are applying. Failure to do so will render the application non-responsive and the application will not be reviewed. The topic area should be listed in box number 11 of the SF-424, in the project abstract, and in the program narrative. Applicants may apply for more than one fellowship, but must submit a separate application for each fellowship. Applicants are advised that the overarching goal of these fellowships is to assist SMART in meeting state, local and tribal jurisdictions' need for prevention and education programming and research of juvenile and adult sex offender treatment and re-entry services, and other resources in the identified topic areas. Enhancing the professional development of successful applicants is an important objective of the fellowship program, but activities and deliverables must conform to the solicitation's parameters.

The topical categories are the following:

#### **Fellowship Category 1: Prevention and Education Programming in Sex Offender Management**

**Objectives:** The SMART Office Fellowship for Prevention and Education will identify ways to enhance and broaden programming designed to improve the prevention of, and education about, sexual violence and victimization in our communities. This work will require the Prevention and Education Fellow to develop collaborative relationships with relevant staff in other DOJ (and other federal) offices that develop and manage such programs, in particular, the Office of Juvenile Justice and Delinquency Prevention and the Office on Violence Against

Women, and to focus on primary, secondary, and tertiary efforts in this area.<sup>1</sup> Specifically, the Fellow will work with SMART staff to develop a national, multilevel plan for the prevention of sexual violence, strive to bridge the gaps that exist between those who work with victims and those who work with perpetrators of sexual violence, develop strategies to provide specialized education for multiple disciplines to address and promote prevention efforts, and begin the documentation of the research and evaluation of prevention strategies.

**Activities:**

- In close coordination with SMART, summarize other DOJ (and other federal agencies) offices' prevention and/or education resources and programs and describe the processes used by the offices in developing these resources. Draft concise fact sheets detailing each of the offices' efforts in this area.
- Assist SMART staff with the identification, interpretation, and adaptation of social marketing and public health campaigns (within and outside sex offender management-related fields) that have the ability to change public attitudes.
- Identify and assess education curricula for current and future professionals about preventing sexual violence, sex offending in general, and sex offender management strategies, and develop recommendations for promoting promising practices in the field.
- Develop reports, presentations, and other documents at the request of OJP/SMART management and staff to promote sexual violence prevention efforts and detail challenges and successes of these efforts.
- At the request of SMART staff/management, conduct site visits to assist in the assessment of projects or initiatives that are implementing promising prevention and education programming, models, or resources in the area of sexual violence prevention and sex offender management.
- Participate in professional development and training activities in consultation with SMART management to enhance expertise related to sexual violence prevention and sex offender management practices and research.
- At the request of SMART staff/management, participate in internal and external stakeholder meetings, forums, workshops and other initiatives related to sexual violence prevention and education and sex offender management.

**Deliverables:**

- Draft and present an assessment of research and campaigns in the area of sexual violence prevention and education.
- Draft and present a literature review of sexual violence prevention efforts, focusing in particular on those demonstrating an evidence-based approach.
- Provide regularly scheduled reports to SMART management and Senior Policy Advisors that detail activities and recommendations for the design and execution of SMART forums, conferences, and the SMART newsletters on sexual violence prevention and education.

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<sup>1</sup> Primary prevention efforts are specifically directed toward universal or selected audiences; secondary prevention efforts are aimed at individuals who have perpetrated sexual violence or those who have been victimized; and tertiary prevention efforts include ongoing counseling for victims and sex offender management strategies for offenders.

- Develop recommendations and suggestions as to how SMART can broaden its scope in the area of sexual violence prevention and education.
- Provide a final report to OJP/SMART on the fellowship project, including accomplishments, challenges and recommendations for improving the fellowship program

## **Fellowship Category 2: Investigate and Research Juvenile and Adult Sex Offender Treatment and Re-entry Services in Indian Country/Tribal Communities:**

**Objectives:** The SMART Office's Sex Offender Management in Indian Country Fellow will investigate and research juvenile and adult sex offender treatment and re-entry services available to tribal communities; create or identify programs and/or tools used in juvenile and adult sex offender treatment and sex offender management services particular to Native American sex offenders; identify sex offender management experts in tribal communities or experts who provide these services to Indian Country; and gather these experts for an Indian Country forum in order to develop recommendations for future SMART Office activities related to sex offender management in Indian Country. This work will require the fellow to develop collaborative relationships with relevant staff in other DOJ offices that develop and manage programs in Indian Country, in particular, the Bureau of Justice Assistance, the Office of Victims of Crime, as well as the Office on Violence against Women, the Bureau of Prisons, and other federal agencies.

### **Activities:**

- Work with designated staff in SMART and other DOJ offices to develop a strategy for collecting and centralizing evidence-based information, research, best practices, resources and training materials that are consistent with the efforts of the SMART Office in its Sex Offender Management Assessment and Planning Initiative (SOMAPI).<sup>2</sup>
- Work in close coordination with SMART, identifying resources and programs developed and managed by other DOJ offices that pertain to juvenile and adult sex offender treatment services.
- Draft concise fact sheets regarding these programs and resources and identify and highlight any promising practices.
- Inventory programs and policies governing sex offender management work in Indian Country, using a variety of methods, including direct outreach to tribal jurisdictions.
- Perform a literature review of sex offender management and related topics specific to Indian Country.
- Perform a literature review of services for victims of sexual violence in Indian Country.
- Compile a list of experts working on criminal justice and sex offending issues in Indian Country.
- Help SMART Office Indian Country staff to organize an interdisciplinary forum to discuss sex offender management and juvenile and adult treatment and re-entry services in Indian Country.

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<sup>2</sup> This initiative, started in March 2011, is designed to collect information about evidence-based practices in sex offender management and sexual violence prevention, determine the needs of policymakers and practitioners in this field, and provide policy and funding recommendations to the Office of Justice Programs on how best to meet the needs of the field and advance evidence-based practices.

- Draft reports, talking points, presentations and articles at the request of OJP/SMART management and staff related to juvenile and adult treatment and re-entry services in Indian Country, as well as topics concerning sex offender management issues more generally.
- At the request of SMART staff/management, conduct site visits to assist in the assessment of projects or initiatives that are developing promising practices in treatment and re-entry services for juveniles and adults and in sex offender management programs in Indian Country more generally.
- Travel to support the execution of the above activities.

**Deliverables:**

- Draft and present an assessment of research in the area of juvenile and adult sex offender treatment and re-entry services, and other applicable disciplines.
- Draft and present a literature review of juvenile and adult sex offender treatment and re-entry services in Indian Country.
- Assist SMART staff to plan and execute a forum to which experts working in the field of sex offender management and sex offender treatment and re-entry services in Indian Country will be invited to share their expertise and develop recommendation to guide federal support for sex offender management practices in Indian Country.
- Regularly scheduled reports to SMART management and Senior Policy Advisors that detail activities and recommendations for the design and execution of SMART forums, conferences, and the SMART Dispatch newsletters on sex offender treatment and re-entry services and sex offender management.
- Develop recommendations and suggestions as to how SMART can provide guidance to tribal communities in the area of sex offender treatment and reentry services in Indian Country.
- Final report to OJP/SMART on the fellowship project, including accomplishments, challenges and recommendations for improving the fellowship program.

**Amount and Length of Awards**

The SMART Office anticipates that it will make one award up to \$150,000 for the prevention and education programming fellowship, and one award up to \$250,000 for the sex offender treatment and re-entry services in Indian Country fellowship, each for an 18-month project period.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

**Budget Information**

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

With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government’s Senior Executive Service (SES) at an agency with a



Certified SES Performance Appraisal System for that year. The 2013 salary table for SES employees is available at [www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2013/executive-senior-level/](http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2013/executive-senior-level/). Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General (AAG) for OJP may exercise discretion to waive, on an individual basis; the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit its budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

#### **Minimization of Conference Costs**

OJP encourages applicants to review the OJP guidance on conference approval, planning and reporting that is available on the OJP Web site at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm). This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conferences costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

Note on food and beverages: OJP may make exceptions to the general prohibition on using OJP funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

## Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)).

## Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

## Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objectives	Performance Measure(s)	Data Grantee Provides
To provide assistance and support to SMART staff, state and local jurisdictions on responding to sexual violence and exploitation in the context of sex offender management	Provide deliverables that meet expectations	Develop monthly/quarterly reports to SMART management and Senior Policy Advisors that detail activities and recommendation for the design and execution of SMART forums, conferences, and newsletter on one of the focus areas  Number of quarterly financial reports and semi-annual progress reports completed and submitted on time
	Number of recommendations developed	Quality recommendations and suggestions provided to SMART management on how SMART can broaden its scope in the area of sexual violence prevention and

		<p>education programming (if applicable)</p> <p>Quality recommendations and suggestions provided to SMART management on how SMART can broaden its scope in the area of sex offender treatment and reentry services in Indian Country (if applicable)</p>
	Provide final report with a comprehensive overview of the project	Final report that provides a comprehensive overview of the SMART Fellowship Program with recommendations to address expanding and improving the program
To enhance sexual violence prevention and education efforts across Department of Justice (DOJ) offices (if applicable)	Number of education initiatives developed or enhanced	<p>Education initiatives developed during the reporting period</p> <p>Education initiatives enhanced during the reporting period</p>
	Number of deliverables that meet expectations	<p>Talking points, articles, reports, Web-based products, and public awareness and education activities disseminated to the sex offender management field during the reporting period</p> <p>Assessment of prevention and education programming in the area of sexual violence and sex offender management, and other applicable disciplines developed and/or presented during the reporting period</p>
To enhance DOJ programming related to sex offender management in Indian Country (if applicable)	Number of planning activities conducted	Develop and execute a forum to which experts in the sex offender management and sex offender treatment services in Indian Country field will share their expertise and develop

		recommendations to guide federal support for sex offender management practices in Indian Country
	Provide a comprehensive literature review	Develop and present a literature review of sex offender management programs and treatment services for sex offenders in Indian Country
	Number of deliverables that meet expectations	Provide promising sex offender treatment and reentry programs identified in Indian Country

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 13 for additional information.

**Note on Project Evaluations**

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

**Notice of Post-Award FFATA Reporting Requirement**

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and

systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at [www.fsrs.gov](http://www.fsrs.gov).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## What an Application Should Include

Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by the SMART Office to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, SMART Office has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative. The Budget Narrative and the Budget Detail Worksheet may be combined in one document. However, if only one document is submitted, it must contain **both** narrative and detail information.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that resumes be included in a single file.

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

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

### 2. Project Abstract

Applications should include a high-quality "Project Abstract" that summarizes the proposed project in 400 words or less. Project abstracts should be—

- written for a general public audience.
- submitted as a separate attachment with <Project Abstract> as part of its file name.
- single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at [www.ojp.usdoj.gov/funding/Project\\_Abstract\\_Template.pdf](http://www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf).

Permission to Share Project Abstract with the Public: It is unlikely that the SMART Office will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a webpage available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

### 3. Program Narrative

The program narrative should not exceed 20-doubled-spaced pages in 12-point font (Times New Roman is preferred) with 1-inch margins and must include 4 separate sections – Problem Statement; Project Design/Implementation Plan; Professional Capability and Project Management and Plan for Measuring Progress and Outcomes.

If the program narrative fails to comply with these length-related restrictions, the SMART Office may consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative.

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

Submission of performance measures data is not required for the application. Performance measures are included as an alert that the SMART Office will require successful applicants to submit specific data as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.

- e. Other

The application should include a 1-page summary that clearly describes the title/topic of the fellowship that the applicant is applying for, activities that will be implemented, and materials that will be developed to achieve the project's objectives, activities and deliverables.

#### 4. Budget Detail Worksheet and Budget Narrative

##### a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at [www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf). If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

##### b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective; and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

SMART staff will examine the identified project budget to ensure that all expenses are allowable and necessary for the completion of the fellowship and comport with the requirements of the OJP Financial Guide. Applications that exceed the \$150,000 limitation for prevention and education programming and \$250,000 for sex offender treatment and re-entry services for Indian Country will be considered non-responsive and will not be reviewed. Applications that request more than \$95,000 for annual salary (figure does not include benefits) will be considered non-responsive to the application.

When completing both the budget detail worksheet and budget narrative, applicants must consider the following:

Expenses that are **allowable** under this solicitation include the following:

1. Personnel salary (located in section A of the Budget Detail Worksheet). If the applicant is selected for an award, the applicant will be required to provide a copy of their last two federal tax returns as documentation of salary or consulting income history as part of the initial financial review. SMART will pay salaries ranging from \$40,000 to \$95,000 depending on education, experience, and salary history. Benefits are not included as part of salary.
2. Fringe benefits (located in section B of the Budget Detail Worksheet) may include life, health, and disability insurance; state workers' compensation; retirement plan; FICA (the employer match of 7.65% of salary only); and a public transportation stipend that is equal to actual monthly commuting costs, not to exceed the IRS maximum allowable transit benefit threshold currently at \$245.00. Applicants must clearly identify which benefits they are requesting and the actual calculations. For example, if the individual is requesting health insurance, the applicant should indicate the amount paid monthly and multiply by 12 to get the annual expense.
3. Travel (list expenses in section C of the Budget Detail Worksheet) will involve site visits with other SMART or OJP staff, attendance of conferences and meetings (both local and outside of the Washington, D.C., metropolitan area), and participation in training and professional development training. Applicants should budget for eight trips at \$1,500 each; totaling \$12,000, with the notation that date, location, and nature of travel will be determined in consultation with SMART management after the award is made. The applicant should include in the budget narrative a notation that travel costs such as per diem and lodging will not exceed the federal guidelines.
4. Supplies (located in section E of the Budget Detail Worksheet) may include expenses to cover professional reference materials and resources relating to the fellowship activities (not to exceed \$500) and business cards (not to exceed \$30).
5. Other costs (section H of the Budget Detail Worksheet) may include a cell phone and Blackberry to maintain communication with SMART staff, and expenses associated with professional development and training relating to the SMART fellowship project. Fees for up to four trainings at up to \$1,000 each should be included. Note: Most training opportunities will be in the Washington, D.C., metropolitan area; however, final decisions will be made in consultation with SMART management. Applicants should identify the type of training that they believe would be most helpful to them in carrying out fellowship activities.

Expenses that are **not allowable** under this solicitation are the following:

- a. Equipment (section D of the Budget Detail Worksheet), such as costs for laptops or other equipment that will be supplied by SMART.
- b. International travel.
- c. Moving Expenses

5. **Additional Attachments**

Applicants must submit the following required attachments: a) resume/curriculum vitae, b) minimum of three, but no more than five, professional and/or academic references; c) list of financial and/or professional affiliations; and d) academic transcripts to document



level of post-secondary education. The resumes must include salaries for all paid positions that are listed.

Additional attachments are optional and may include items such as certifications of key training or writing samples.

**e. Applicant disclosure of pending applications.**

Applicants are to disclose whether they have pending applications for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will be subawarding federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the Federal or State funding agency
- the solicitation name/project name
- the point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name "Disclosure of Pending Applications," to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page. (e.g., "[Applicant Name] does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will

cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”)

## 6. Other Standard Forms

Additional forms that OJP may require in connection with an award are available on OJP’s funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms.

- a. Standard Assurances\*  
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements  
Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
- c. Accounting System and Financial Capability Questionnaire  
Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years; must download, complete, and submit this form.

\*These OJP Standard Assurances and Certifications are forms which applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

## Selection Criteria

The section entitled “What an Application Should Include”, detailed above, provides the required information that will serve as the selection criteria of this project. Applications will be rated on the weighted percentages below.

1. Statement of the Problem (20%).
2. Project Design and Implementation (40%).
3. Capabilities and Competencies (20%).
4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (5%).
5. Budget, complete; cost effective, allowable (e.g., reasonable, allocable, and necessary for project activities) Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project. (15%)

## Review Process

OJP is committed to ensuring a fair and open process for awarding grants. The SMART Office reviews each application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. The SMART Office may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications under this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with the SMART Office, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General (AAG), who also consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at [www.ojp.usdoj.gov/funding.other\\_requirements.htm](http://www.ojp.usdoj.gov/funding.other_requirements.htm).

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)

- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs Financial Guide
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Subgrantees

## How to Apply

Applicants must submit applications through Grants.gov. Applicants must first register with Grants.gov in order to submit an application through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at [www.Grants.gov](http://www.Grants.gov). Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

**Note:** The SMART Office encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for email updates will be notified.

All applicants should complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their application for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- Create a SAM account;
- Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password. Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC). The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.750, titled "SMART FY 2013 Sex Offender Management Fellowship Program," and the funding opportunity number is SMART-2013-3590.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to errors, with an explanation. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** of the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

**Note: Grants.gov only permits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, underscore ( \_ ), hyphen (-), space, and period. Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”

**Note: Duplicate Applications**

If an applicant submits multiple versions of an application, the SMART Office will review the most recent version submitted.

### **Experiencing Unforeseen Grants.gov Technical Issues**

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the SMART Office contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: The SMART Office does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If the technical issues reported cannot be validated, OJP will reject the application as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to register in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow each instruction in the OJP solicitation, and (4) technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Feedback may be provided to

[OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

**IMPORTANT:** This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to [ojpeerreview@lmbps.com](mailto:ojpeerreview@lmbps.com). The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

# Application Checklist

## SMART FY 13 Sex Offender Management Fellowship Program

This application checklist has been created to assist in developing an application.

### Eligibility Requirement:

\_\_\_\_\_ Applicants are limited to individuals; organizations are not eligible to apply.

\_\_\_\_\_ The federal amount requested is within the allowable limit(s) of up to \$150,000 for prevention and education programming and up to \$250,000 for sex offender treatment and re-entry services in Indian Country. The salary allocation per topical category should not be more than \$95,000 (not including fringe benefits).

### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 13)
- \_\_\_\_\_ Abstract (see page 13)
- \_\_\_\_\_ Program Narrative (see page 14)
- \_\_\_\_\_ Budget Detail Worksheet (see page 15)
- \_\_\_\_\_ Budget Narrative (see page 15)
- \_\_\_\_\_ Additional Attachments (see page 16)
  - Resume/curriculum vitae;
  - Minimum of three, but no more than five, professional and/or academic references;
  - List of financial and/or professional affiliations; and
  - Academic transcripts to document level of post-secondary education.
- \_\_\_\_\_ Disclosure of Pending Applications (see page 17)
- \_\_\_\_\_ Other Standard Forms as applicable (see page 18)