



The [U.S. Department of Justice](#), [Office of Justice Programs](#), [Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking](#) is pleased to announce that it is seeking applications for funding under the Comprehensive Approaches to Sex Offender Management Program. This program furthers the Department's mission by assisting state and local jurisdictions in establishing comprehensive strategies to manage sex offenders under community supervision.

Comprehensive Approaches to Sex Offender Management (CASOM) Training and Technical Assistance Program FY 2008 Competitive Grant Announcement

Eligibility

National Training and Technical Assistance Program applicants are limited to for-profit (commercial) organizations, nonprofit organizations, institutions of higher education, tribal entities, and consortiums with demonstrated experience in sex offender management and accountability issues and delivery of training and technical assistance on a national level.

State and Tribal Training and Technical Assistance Applicants are limited to states, including territories and the District of Columbia, and federally recognized American Indian Tribes.
(See "Eligibility," page 1)

Deadline

All applications are due by 8:00 p.m. E.T. on May 29, 2008.
(See "Deadline: Applications," page 1)

Contact Information

For assistance with the requirements of this solicitation, contact: Jacqueline O'Reilly, Grants Program Specialist, at 202-514-5024 or jacqueline.o'reilly@usdoj.gov.

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.Gov number assigned to announcement: SMART-2008-1893
Release date: May 14, 2008

CONTENTS

Overview of the Comprehensive Approaches to Sex Offender Management Program	1
Deadline: Registration	1
Deadline: Applications	1
Eligibility	1
American Indian Tribes	
CASOM-Specific Information	2
Performance Measures	4
How To Apply	6
What An Application Must Include:	6
Standard Form 424	
Program Abstract and Narrative	
Budget and Budget Narrative	
Indirect Cost Rate Agreement (if applicable)	
Project Timeline and Position Descriptions	
Other Attachments	
Selection Criteria	7
Review Process	9
Additional Requirements	10

Comprehensive Approaches to Sex Offender Management Training and Technical Assistance Program CFDA #16.203

Overview of the Comprehensive Approaches to Sex Offender Management Program

Authorized by 42 U.S.C. § 13941 and the Consolidated Appropriations Act, 2008 (Public Law 110-161), the Comprehensive Approaches to Sex Offender Management (CASOM) Program assists state, local, and tribal jurisdictions in improving their adult and/or juvenile sex offender management policies and practices by critically examining existing approaches to monitoring and managing the population; identifying significant gaps and needs in the monitoring and management of sex offenders programs; and developing strategies to address the current shortcomings in existing programs or in the development of new programs.

Deadline: Registration

Registering with Grants.gov is a one-time process; however, if you are a first-time registrant, it could take up to several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) register with Central Contractor Registry (CCR), 2) register yourself as an Authorized Organization Representative (AOR), and 3) be authorized as an AOR in your organization. For more information, go to www.grants.gov. **Note: Your CCR registration must be renewed once a year. Failure to renew your CCR registration will prohibit submission of a grant application through Grants.gov.**

Deadline: Applications

The due date for applying for funding under this announcement is 8:00 p.m. E.T. on May 29, 2008.

Eligibility

This solicitation will fund applications under two categories: (A) National Training and Technical Assistance and (B) State and Tribal Training and Technical Assistance.

National Training and Technical Assistance Program applicants are limited to for-profit (commercial organizations), nonprofit organizations, institutions of higher education, tribal entities, and consortiums with demonstrated experience in sex offender management and accountability issues and delivery of training and technical assistance on a national level. For-profit organizations must agree to waive any profit or fees for services.

State and Tribal Training and Technical Assistance Applicants are limited to jurisdictions as defined by the National Guidelines for Title I, Sex Offender Registration and Notification Act (SORNA), of the Adam Walsh Act.¹ The SORNA National Guidelines define a jurisdiction as any State of the United States, the District of Columbia, the principal U.S. territories and federally recognized American Indian tribes to the extent provided by SORNA section 127. The term state refers to any State of the United States, the District of Columbia, and the principal U.S. territories.

Federally Recognized American Indian Tribes. All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal counsel or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution, or other enactment of the tribal counsel or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

Tribes that were designated as being eligible to make an election to carry out the requirements of SORNA, according to SORNA section 127, should submit a copy of the tribal resolution documenting that election.

Applicants are encouraged to review the Civil Rights Compliance section under “Additional Requirements” in this announcement.

CASOM-Specific Information

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

The CASOM Program assists state, local, and tribal jurisdictions in improving their adult and/or juvenile sex offender management policies and practices by critically examining existing approaches to managing the population; identifying significant gaps and needs; and developing enhanced strategies for sex offender monitoring and management and programs to address the needs and shortcomings of existing or developing programs.

This solicitation will fund applications under two categories: (A) National Training and Technical Assistance and (B) State and Tribal Training and Technical Assistance.

A. National Training and Technical Assistance Program

SMART will fund a national-level program to provide training and technical assistance for managing sex offenders. This program must have a significant Tribal component. The focus of the national Training and Technical Assistance program will be two-fold:

- Sex Offender management and accountability, to include case management, supervision, monitoring, and relapse prevention (with an emphasis on management and supervision); and
- SORNA-compliant practices.

¹ SORNA was enacted to protect the public from convicted sex offenders and offenders against children by establishing a comprehensive national system for the registration of those offenders.

Deliverables will include:

- Development of SORNA-compliant curriculum addressing sex offender management and accountability.
- Delivery of training and technical assistance to States to implement best practices in the management of sex offenders and enhance their capacity to implement SORNA. These trainings should be offered in geographically diverse locations and include front-line professionals such as probation and parole officers and other personnel who work with non-incarcerated sex offenders. Technical assistance may include assistance with issues such as: operational strategies, collaboration techniques, and communication methods in creating a multi-jurisdictional approach to address sex offender management and accountability.
- Delivery of training and technical assistance to Tribes to implement best practices in the management of sex offenders and enhance tribal capacity to implement SORNA. These trainings should include front-line professionals such as probation and parole officers and other personnel who work with non-incarcerated sex offenders. Technical assistance may include assistance with issues such as: operational strategies, collaboration techniques, and communication methods in creating a multi-jurisdictional approach to address sex offender management and accountability.
- Development of SORNA-compliant curriculum addressing sex offender management and accountability.
- Providing a Pre-Conference Institute addressing SORNA, and sex offender management and accountability at the 2008 Indian Nations Conference.
- Delivery of training sessions that can be held in conjunction with DOJ-sponsored or other events within a particular region or consortium of jurisdictions.

B. State and Tribal Training Assistance Program

SMART will fund sex offender registration jurisdictions to provide jurisdiction-wide training for managing sex offenders in the community. Jurisdictions may develop training for probation and parole officers and other personnel who provide case management, supervision, or relapse prevention services to non-incarcerated sex offenders or who are responsible for sex offender registry compliance, with an emphasis on management and supervision. In addition to jurisdiction-wide meetings to plan effective supervision strategies, training activities should address SORNA compliance and include one or more of the following:

- Training on the implementation and use of monitoring equipment and other technologies.
- Training on effective supervision, management and monitoring strategies.
- Training on sex offender registry and compliance laws, policies, and procedures.
- Training on compliance with legislative changes.

Amount and Length of Awards

For the National Training and Technical Assistance Program, one cooperative agreement will be awarded for up to \$2.2 Million for a project period of 24 months.

State and Tribal Grants will be up to \$250,000 for each agency for a grant period of up to 24 months.

Limitation on use of award funds for employee compensation; waiver: No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110 percent 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 salary table for SES employees is available at <http://www.opm.gov>.)

This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application.

Match Requirement

There is no match requirement.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

National Training and Technical Assistance Program

Program Goals	Performance Measures	Data Grantee Provides
Prevent sexual re-offending in the community by providing training and technical assistance to sex offender management agencies.	Number of agencies receiving technical assistance through the program. Number of agencies' staff trained through the program. Percentage of pre- and post-TA/course evaluations demonstrating self-reported improvement in understanding the strategies to address the management and supervision of sex offenders in the community.	Number of agencies receiving technical assistance through the program Number of individuals receiving technical assistance through the program. Number of agencies receiving training through the program Number of community sex offender supervision personnel receiving training through the program. Number of pre- and post-TA/course evaluations demonstrating self-reported improvement in understanding the strategies to address the management of sex offenders in the community. Total number of pre- and post-TA/course evaluations submitted

	Percentage of requesting agencies who rated services as satisfactory or better in terms of timeliness and quality following completion of the provided training or technical assistance. Percentage of requesting agencies that had implemented at least some of the recommendations (or, for example: had improved their business processes based on the training or technical assistance) six months after the training or technical assistance.	Number of agencies who rates services as satisfactory or better in terms of timeliness and quality following completion of the provided training or technical assistance. Number of agencies that implemented at least some of the recommendations (or, for example: had improved their business processes based on the training or technical assistance) six months after the training or technical assistance.
Develop training curriculum to assist agencies in addressing sex offender management and accountability issues	Percent of planned deliverables submitted on time	Percent of planned deliverables submitted on time

State and Tribal Grants

Program Goals	Performance Measures	Data Grantee Provides
Ensure effective monitoring and SORNA-compliant registration procedures of non-incarcerated sex offenders through provision of sex offender management and accountability training.	Total number of community supervision personnel or other staff throughout the state or tribe who received sex offender management training during the reporting period. Percentage of pre- and post-TA/course evaluations demonstrating self-reported improvement in understanding the strategies to address the management and supervision of sex offenders in the community. Percentage of community supervision personnel or other staff throughout the state or tribe who rated services as satisfactory or better in terms of timeliness and quality following completion of the provided training.	Total number of community supervision personnel or other staff throughout the state or tribe who received sex offender management training during the reporting period. Total number of training sessions provided. Number of pre- and post-TA/course evaluations demonstrating self-reported improvement in understanding the strategies to address the management of sex offenders in the community. Total number of pre- and post-TA/course evaluations submitted Number of community supervision personnel or other staff throughout the state or tribe who rated services as satisfactory or better in terms of timeliness and quality following completion of the provided training.

How To Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative—Grants.gov—is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.gov Instructions: Complete instructions can be found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

Note: Grants.gov does not support the Microsoft Vista Operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension “.DOCX.” Please ensure the document is saved using “Word 97-2003 Document (*.doc)” format.

Please also note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments. OJP's Grants Management System (GMS) downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. 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.”

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.203, titled “Sex Offender Management Discretionary Grant,” and the funding opportunity number is SMART-2008-1893.

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at www.dunandbradstreet.com. Individuals are exempt from this requirement.

What an Application Must Include

Standard Form 424

Program Abstract and Narrative (Attachment 1)

Program Abstract: Applicants must provide an abstract that clearly identifies the scope of the proposed work; the amount of federal funding requested; and how the applicant plans to address the problem. The abstract must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 1 page.

Program Narrative: The program narrative must respond to the solicitation and the Selection Criteria (1-3 and 5) in the order given. Submissions that do not adhere to the format will be deemed ineligible. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 20 pages. Please number pages “1 of 20,” “2 of 20,” etc.

Budget and Budget Narrative (Attachment 2)

Applicants must provide a budget that is complete and allowable. Applicants must submit a budget worksheet and budget narrative in one file. A fillable budget detail worksheet form is available on OJP’s web site at www.ojp.usdoj.gov/funding/forms.htm. Applicants must provide a detailed breakdown of projected costs, including projected costs of labor, resources, and equipment (where necessary), and other detailed program costs.

Indirect Cost Rate Agreement

Indirect costs are allowed provided the applicant has a federal approved indirect cost rate agreement.

Project Timeline and Position Descriptions (Attachment 3)

Attach a project timeline with each project goal, related objective, activity, expected completion date, and responsible person or organization, and position descriptions and resumes for key positions. Please do not use actual calendar months in your timeline; instead prepare the timeline using “Month 1,” etc.

Selection Criteria

1. Statement of the Problem

National Training and Technical Assistance

Provide a description of the problems with management and supervision of sex offenders in jurisdictions throughout the nation, including Indian Country, which illustrates the challenges jurisdictions face related to the target population, recently enacted SORNA legislation, use of electronic monitoring tools and other technology, lack of effective sex offender management training, sex offender registry and compliance issues, and supervision of offenders in the community. This section should demonstrate an understanding of the complexities of the problem as well as how training and technical assistance can address it.

State and Tribal Training and Technical Assistance

Provide a description of the problems with management and supervision of sex offenders in the jurisdiction, including the challenges the jurisdiction faces related to the target population, recently enacted SORNA-compliant legislation, use of electronic monitoring tools and other technology, lack of effective sex offender management training, sex offender registry and compliance issues, and supervision of offenders in the community. Describe how the jurisdiction currently implements the four principles of a comprehensive approach to sex offender management: 1) description of current sex offender management policies and practice regarding investigation, prosecution, and adjudication; offender assessment; treatment; reentry; supervision; electronic monitoring; registration; and notification; 2) specialized knowledge of the sex offender population and strategies to manage sex offenders within and across disciplines; 3) victim-centered approach that ensures the

interests of current and potential victims remain a primary focus of sex offender management strategies and involves victims and victim advocates in the process; and 4) program monitoring and evaluation strategy for analyzing performance and impact of sex offender management policies and procedures that includes how the jurisdiction collects data, the data elements being collected, and how they are being used to inform current practices.

2. Program Design and Implementation

National Training and Technical Assistance

Applicants must describe the goals of the proposed project and identify its objectives. The development and provision of specific training curriculum and initiatives, and technical assistance are the primary activities and deliverables. These deliverables should be directed toward developing and/or enhancing capacity in jurisdictions to manage and supervise non-incarcerated sex offenders and implement SORNA. This section must outline how the proposed strategy will accomplish clearly defined goals and objectives.

Applicants must describe the specific strategy that will be used to implement the proposed program and specifically describe how the project will operate during the funding cycle. Applicants must demonstrate knowledge of and experience in developing training, curriculum and providing technical assistance specific to sex offender management, monitoring, and accountability on a national level, to include specialized knowledge of Indian Country. Applicants must describe how the organization has developed the expertise that will enable the organization to meet the specific educational need of the field. Applicants must demonstrate that the proposed strategy includes collaboration and coordination with national, state, regional and tribal organizations as well as other agencies in the field of training and technical assistance for the purpose of information sharing.

Proposed training should include field staff and others who are responsible for carrying out effective supervision strategies, employing electronic monitoring equipment and other technologies in the supervision of sex offenders, and may have responsibility for sex offender registry and compliance matters.

State and Tribal Training

Applicants must illustrate what activities are proposed for the training components and describe the steps the team will take to assess and analyze its current sex offender management system. Outline the information that will be gathered and the strategies to gather and analyze the information. Demonstrate how the team will actively participate in the assessment process; how it will gather and analyze data; and how it will develop, execute, and evaluate the training. Discuss follow-up after training events.

Proposed training should include field staff and others who are responsible for carrying out effective supervision strategies, employing electronic monitoring equipment and other technologies in the supervision of sex offenders, and may have responsibility for sex offender registry and compliance matters.

Collaboration: State and tribal applicants must describe the collaborative team in place, including names, titles, agencies and resumes. CASOM teams must include community corrections; institutional corrections; parole; law enforcement; judiciary; prosecution; criminal defense; sex offender treatment providers (institutional- and community-based); and nongovernmental victim advocacy. Include any other partners who will assist as needed in the project, or who have a stake in its outcomes. Indicate the length of time the team has been together, the nature of the work, the frequency of meetings, and achievements to date.

3. Capabilities/Competencies

Describe the management structure and staffing of the project, identifying the public sector agency responsible for the project and the grant coordinator. Demonstrate the capability of the team and staff to implement the project, including gathering and analyzing information, developing a training plan, and evaluating the training programs. 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 resumes for key personnel implementing the project should be included.

4. Budget

Provide a budget that is allowable and reasonable (see Attachment 2).

5. Impact/Outcomes and Evaluation

Explain the team's understanding of and dedication to evaluating the training program(s). Identify goals and objectives for training programs, and the intended impact of the trainings. Discuss how the training programs will be evaluated; what will be learned through the evaluation process; and what data will be collected.

Review Process

OJP is committed to ensuring a standardized process for awarding grants. The SMART Office reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer Reviewers will be reviewing the applications submitted under this solicitation as well. The SMART Office may use either internal peer reviewers, external peer reviewers or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other 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 may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with the SMART Office, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable

under applicable Federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

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

Additional Requirements

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights compliance.
- Confidentiality and Human Subjects Protections regulations.
- Anti-Lobbying Act.
- Financial and Government Audit requirements.
- National Environmental Policy Act (NEPA) compliance.
- DOJ Information Technology Standards.
- Single Point of Contact Review.
- Non-Supplanting of State or Local Funds.
- Criminal Penalty for False Statements.
- Compliance with Office of the Chief Financial Officer *Financial Guide*.
- Suspension or Termination of Funding.