

U.S. Department of Justice

Office of Justice Programs

*Office of Sex Offender Sentencing, Monitoring,
Apprehending, Registering and Tracking*

OMB No. 1121-0329



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 the development and implementation of training and technical assistance under the Promoting Evidence Integration in Sex Offender Management: Circles of Support and Accountability Grant Program. This program furthers the Department's mission by supporting projects that will generate evidence-based knowledge to enhance sex offender management practices.

Promoting Evidence Integration in Sex Offender Management: Circles of Support and Accountability Training and Technical Assistance Project

Eligibility

Applicants are limited to for-profit organizations, nonprofit organizations, and institutions of higher education with demonstrated experience in sex offender management and delivery of training and technical assistance. For-profit organizations must agree to waive any profit or fees for services.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 9.) All applications are due by 11:59 p.m. eastern time on June 12, 2012. (See "Deadlines: Registration and Application," page 3.)

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.

Note: The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal.

For assistance with any other requirements of this solicitation, contact Scott Matson, Senior Policy Advisor, at (202) 305-4560 or by email at Scott.Matson@usdoj.gov or Jacqueline O'Reilly, Program Specialist, at (202) 514-5024 or by e-mail at Jacqueline.O'Reilly@usdoj.gov.

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Promoting Evidence Integration in Sex Offender Management: Circles of Support and Accountability Training and Technical Assistance Project (CFDA # 16.203)

Overview

The Circles of Support and Accountability (COSA) model is a supervision strategy involving the use of community volunteers to provide support to an individual sex offender. COSA assists offenders with garnering community resources, while holding them accountable to their self-monitoring plan, typically following completion of legal supervision. The Circles of Support and Accountability (COSA) Training and Technical Assistance Program focuses on providing training and technical assistance to jurisdictions interested in developing and implementing COSA programs. The recipient of this award will provide targeted training and technical assistance to project sites awarded grants under the SMART FY 2012 Promoting Evidence Integration in Sex Offender Management: Circles of Support and Accountability for Project Sites as well as respond to ad hoc requests for training and technical assistance on the COSA model.

Funding for this project is authorized under the Commerce, Justice, Science, and Related Appropriations Act of 2012, Pub. L. No. 112-55, 125 Stat. 552, 615.

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. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on June 12, 2012. See the "How to Apply" section on page 9 for details.

Eligibility

Refer to the title page for eligibility under this program.

COSA-Specific Information

Every day, sex offenders are released from incarceration without any formalized community supervision to control their behavior once in the community. These individuals are free to leave the state (or jurisdiction) and are not subject to any restrictions on their residential and employment choices, interactions with community members, or travel. This population poses a risk to the community to which they return, raises community concerns about safety, and is difficult to monitor and provide the necessary stabilizing services to.

The COSA model fills a gap in services for some offenders left by criminal justice policy; essentially, those at highest risk of reoffense who are being released at the end of their sentences without a formal process of aftercare. COSA programs were created, in part, to address the threat perceived by communities that sex offenders pose when they return from prison. The COSA initiative emerged in Canada in the 1990s as a community-based, restorative

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justice movement that “focuses on the need to engage the community in the reintegration process.”¹ At its core, COSA enlists volunteers from the community to aid in the management of high-risk sex offenders. COSA typically targets male offenders who have a long history of offending, failure in treatment, antisocial values and attitudes, are at high-risk for reoffending (for new sex or other offenses), and who are likely held until the expiration of their prison sentence and released with no probation or parole supervision. Each Circle consists of a Core Member (sex offender) and four to six community volunteers. A COSA volunteer meets with the Core Member daily and the Circle meets once a week during the initial 60 – 90 days. The key to the program is “a relationship scheme based on friendship and accountability for behavior.”²

COSA programs have been initiated and implemented by faith-based organizations, community volunteer groups, and as an adjunct to criminal justice community corrections programs. In those programs working in tandem with corrections professionals, a Circle is typically made up of volunteers, a Core Member (sex offender), and an Outer Circle (professionals); Circle volunteers work in teams of four to six with a Core Member and are supported by an Outer Circle.

More information about the Canadian COSA model is available here:
www.csc-scc.gc.ca/text/prgrm/chap/docs-eng.shtml#4

Goals, Objectives, and Deliverables

The COSA Training and Technical Assistance Program will support projects funded under the Promoting Evidence Integration in Sex Offender Management: Circles of Support and Accountability for Project Sites Grant Program by providing training and technical assistance to jurisdictions that wish to develop COSA programs in conjunction with community corrections programs and to provide ad hoc training and technical assistance to community volunteer groups, faith-based organizations or others seeking to develop COSA programs.

The successful applicant will plan and deliver training and technical assistance to three award recipients under the COSA Grant Program and develop and carry out training and technical assistance in response to ad hoc requests from jurisdictions and sex offender management practitioners interested in the COSA model. FY 12 COSA grantee technical assistance needs may vary depending on the jurisdiction's sex offender supervision practices, whether the jurisdiction has implemented some form of COSA program or not, and if the jurisdiction has experience with using volunteers in sex offender management. As a result, applicants should be able to demonstrate: 1) expertise in sex offender management practices, 2) experience in developing and implementing the COSA model, 3) proficiency in developing and providing technical assistance in sex offender management, 4) ability to complete program assessments, 5) knowledge of recruiting, training and managing volunteers, and 6) experience in educating the public about sex offenders and sexual violence, including community notification schemes, public education campaigns, and victim support programs.

The successful applicant will also assist COSA grantees in collecting the following information to be included in the jurisdiction's final report to the SMART Office:

¹ Wilson, R. J., & Prinzo, M. (2001). Circles of support: A restorative justice initiative. *Journal of Psychology & Human Sexuality*, 13(3/4), 59-77.

² Wilson, R. J., Cortoni, F., & McWhinnie, A. J. (2009). Circles of Support & Accountability: A Canadian replication of outcome findings. *Sexual Abuse: A Journal of Research and Treatment*, 21(4), 412-430.

- Descriptive information about sex offenders in the jurisdiction, including those eligible for COSA.
- Recidivism (new charges for sexual, violent, and any criminal offenses, and returns to prison).
- Changes in offender criminal behavior, measured as pro-criminal attitudes or antisocial behavior.
- Employment and education opportunities.
- Housing opportunities.
- Drug and alcohol use.
- Participation in sex offender treatment, substance abuse and mental health services.
- Program cost effectiveness.

Other activities and deliverables will include:

- Onsite delivery of training and technical assistance to three COSA grantees, including the development of training materials.
- Program assessment of each COSA grantee.
- Training and technical assistance delivery plan based on identified needs of each COSA grantee.
- Individual training and technical assistance plans for each COSA grantee.
- Provision of ad hoc training and technical assistance on COSA, including onsite, email, and phone support, to requesting entities.

A report for possible future publication and dissemination will be the final deliverable for this project. The report should document the process of developing COSA programs in each COSA grantee site and contain, but not be limited to, descriptions of the process involved in developing and conducting the training and technical assistance, descriptive information on the number and types of training and technical assistance provided to jurisdictions and the number and types of ad hoc training and technical assistance provided to community volunteer groups, faith-based organizations or others implementing COSA programs.

Amount and Length of Awards

The SMART Office anticipates that it will make 1 award of up to \$500,000 for a 24-month project period, with a start date of October 1, 2012.

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 2012 salary table for SES employees is available at www.opm.gov/oqa/12tables/indexSES.asp. 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 limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for OJP. 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

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction 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 impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP website at www.ojp.usdoj.gov/funding/funding.htm.

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 by 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).

Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, the match amount incorporated into the OJP-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,

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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:

Objective	Performance Measure(s)	Data Grantee Provides
To increase knowledge of COSA programs and their proper implementation	Number of materials developed	Number of training and technical assistance materials, including site-specific training and technical assistance plans, developed to assist grantees in implementing projects
	Number of training and technical assistance events/ activities conducted	Number of training sessions provided to grantees during the reporting period Number of technical assistance activities to grantees conducted during the reporting period Number of ad hoc technical assistance activities conducted during the reporting period
	Number of participants receiving technical assistance	Number of participants (by discipline) receiving technical assistance during the reporting period
	Percent of participants who rated the technical assistance as satisfactory or better	Number of participants trained Number of participants that completed a survey Number of participants who responded to the survey rated the technical assistance as satisfactory or better during the reporting period
	Number of technical assistance requests received	Number of ad hoc technical assistance requests received during the reporting period

	Percentage of training and technical assistance recipients who implemented one or more policies or practices	Number of ad hoc technical assistance recipients implementing resulting in the development of COSAs Number of ad hoc technical assistance recipients
	Number of programs developed	Number of COSAs developed
	Number of deliverables that meet expectations	Program assessment of each COSA grantee
	Final report that provides a comprehensive overview of the project	Final report that provides a comprehensive overview of the Circles of Support and Accountability Training and Technical Assistance project as described on pages 4-5 of the solicitation

Submission of performance measures data is not required for the application. 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 11 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). 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.

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.

How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.grants.gov. If the applicant experiences technical difficulties at any point during this process, 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 up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to 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 applications for a new award or renewal of an existing award. 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 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. Obtain a DUNS number by calling Dun and Bradstreet at 866-705-5711 or by applying online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov

registration. Note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.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.
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 there can be more than one AOR for the organization.
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 16.203, titled "*Comprehensive Approaches to Sex Offender Management*," and the funding opportunity number is SMART-2012-3329.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An applicant that does 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 validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: 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

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must email the SMART Office contact identified in the Contact Information section on page 1 **within 24 hours after the application deadline** and request approval to submit its application. The applicant

must include in the e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) the applicant has received. **Note: Requests are not automatically approved by the SMART Office.** After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process 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 all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology (IT) 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.

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, the SMART Office has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, and requested funding amount that does not exceed the maximum amount allowable. 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. Program Narrative

The program narrative should respond to the solicitation and present a detailed description of the purpose, scope, goals and objectives of the proposed project. The program narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should not exceed 25 pages. Please

number pages “1 of 25,” “2 of 25,” etc. Submissions that do not adhere to the format will be deemed ineligible. Information required under the “Budget and Budget Narrative” and “Other Attachments” sections will not count toward the program narrative page count.

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

The following sections should be included as part of the program narrative (see also Selection Criteria, page 14). Bulleted items reference attachments that should be included with the application.

a. Statement of the Problem

Applicants must demonstrate a clear understanding of issues pertaining to implementation of Circles of Support and Accountability programs and detail how training and technical assistance can address these issues. For instance, applicants should provide a description of the problems with management and supervision of sex offenders in jurisdictions throughout the nation, which illustrates the challenges jurisdictions face related to the target population, training and capacity, sex offender management issues, data-informed decision making, collaboration between governmental and non-governmental agencies, and limited resources. Applicants must also demonstrate knowledge of a range of effective criminal justice, public safety, and sex offender management- and accountability-related evidence-based practices, policies, protocols and models, including COSA programs.

Additionally, this section should describe the applicant’s understanding of community outreach programming and efforts geared toward educating the public about sex offenders and sexual violence, including community notification schemes, public education campaigns, and victim support programs.

b. Project Design and Implementation

Project Goals and Objectives: Applicants should describe the goals of the proposed project and identify its objectives and outcomes. **Goals:** Applicants should provide a broad statement, written in general terms, that conveys the project’s intent to change, reduce, or eliminate the problem described. **Objectives:** Applicants should explain how the program will accomplish its goals. The objectives should be quantifiable and describe the steps necessary to accomplish project goals. When formulating the project’s goals and objectives, applicants should be cognizant of the performance measures that will be required of successful applicants.

Applicants should detail how the project will operate during the funding period and describe the strategy that will be used to train jurisdiction personnel, assist the jurisdictions in identifying and train volunteers, identifying Core Members, and implementing COSA programs. Discussion should address the applicant’s plan for assessing the technical assistance needs of grantee sites as well as coordinating the provision of technical assistance to ensure appropriate training

and implementation fidelity across sites (both grantee and other interested jurisdictions).

- Project timeline: Applicants should submit as an attachment a project timeline with each project goal, related objective, activity, expected completion date, and responsible person or organization. Please do not use actual calendar months in the timeline; instead prepare the timeline using “Month 1”, etc.

c. Capabilities and Competencies

Applicants should describe the management structure and staffing of the project and include information describing the roles and responsibility of key organizational and functional components and personnel. This section should describe the experience and capability of the applicant and any contractors that will be used to implement the project and highlight any previous experience implementing projects of similar design or magnitude. 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/or resumes for key positions/personnel should be submitted as an attachment.

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 successful applicants will be required to submit specific data to the SMART Office 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.

3. Budget Detail Worksheet and Budget Narrative

a. **Budget Detail Worksheet**

A sample Budget Detail Worksheet can be found at www.ojp.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.

b. **Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative

should explain how all costs were estimated and calculated 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.

4. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

5. Additional Attachments

Applicants should submit the following information as attachments to their application:

- Project Timeline
- Position descriptions and resumes
- Indirect Cost Rate Agreement (if applicable)

6. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at 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](#) (required for 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; this form must be downloaded, completed, and submitted)

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 (25%)
2. Project Goals and Objectives and /Program Design and Implementation (30%)
3. Capabilities/Competencies (25%)
4. Budget complete; reasonable and allowable; cost effective; and necessary for project activities (10%)
5. Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures (10%)

Review Process

OJP is committed to ensuring a fair and open 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 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, conducts a financial review of 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 may give consideration to 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.

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations

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- 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)
- Right in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

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, application submission process, and/or the application review/peer review process. Feedback can be provided to OJPSolicitationFeedback@usdoj.gov.

Application Checklist

Promoting Evidence Integration in Sex Offender Management: Circles of Support and Accountability Training and Technical Assistance Project

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

Eligibility Requirement:

- _____ Applicant is a for-profit organization, nonprofit organization, or institution of higher education.
- _____ The federal amount requested is within the allowable limit(s) of \$500,000.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 11)
- _____ Program Narrative (see page 11)
- _____ Budget Detail Worksheet (see page 13)
- _____ Budget Narrative (see page 13)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 10)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 14)
- _____ Additional Attachments: (see page 14)
 - Project Timeline (page 13)
 - Position descriptions and resumes (page 13)
- _____ Other Standard Forms as applicable (see page 14), including:
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)