



---

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 2009 Competitive Grant Announcement**

Applicants are limited to state, including territories and the District of Columbia, local and tribal jurisdictions. Applicants must coordinate proposals with others in their area to ensure that agencies in a single jurisdiction do not compete against one another.  
(See "Eligibility," page 2)

### **Deadline**

Registration with [Grants.gov/GMS](#) is required prior to application submission. (See "Registration," page 1)

All applications are due by 8 p.m. Eastern Time on March 18, 2009.  
(See "Deadline for 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](mailto: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 or send an e-mail to [support@grants.gov](mailto:support@grants.gov). **Note:** The [Grants.gov](#) Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time.

**Grants.Gov number assigned to announcement: SMART-2009-2060  
Release Date: February 2, 2009**

# CONTENTS

Overview of the Comprehensive Approaches to Sex Offender Management Program	1
Deadline: Registration	1
Deadline: Application	1
Eligibility	2
<ul style="list-style-type: none"><li>• State and local jurisdictions</li><li>• American Indian and Alaska Native Tribes</li></ul>	
CASOM-Specific Information	2
Performance Measures	3
How To Apply	4
What An Application Must Include:	5
Standard Form 424	
Program Abstract and Narrative	
Budget and Budget Narrative	
Indirect Cost Rate Agreement ( <i>if applicable</i> )	
Other Attachments	
Selection Criteria	5
Review Process	7
Additional Requirements	7

# Comprehensive Approaches to Sex Offender Management Training Program CFDA #16.203

## Overview of the Comprehensive Approaches to Sex Offender Management Training Program

Authorized by 42 U.S.C. § 13941, 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 training programs to address the needs identified in existing programs.

### Deadline: Registration

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 confirmations/user passwords.** OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package to our agency by the application deadline specified. The registration process for organizations involves these steps: (1) Obtain a Data Universal Numbering System (DUNS) number; (2) Register your organization with the Central Contractor Registration (CCR) database; (3) Register with Grants.gov's Credential Provider and obtain a username and password; (4) Register with Grants.gov to establish yourself as an Authorized Organization Representative (AOR); and (5) The E-Business Point of Contact (POC) assigns the "Authorized Applicant Role" to you. For more information about the registration process, go to [www.grants.gov](http://www.grants.gov). **Note: Your CCR must be renewed once a year. Failure to renew the CCR may prohibit submission of a grant application through Grants.gov.**

### Deadline: Applications

The due date for applying for funding under this announcement is 8 p.m. E.T. on March 18, 2009.

Within 24-48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you if the application has been received and validated or if it has been rejected, and why.

**Important:** You are urged to submit your application 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 the rejection notification.

If you experience unforeseen Grants.gov technical issues beyond your control, you must contact OJP staff **within 24 hours after the due date** and request approval to submit your application. At that time, OJP staff will require you to e-mail the complete grant application, your

DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OJP reviews all of the information submitted as well as contacts Grants.gov to validate the technical issues reported by the grantee, OJP will contact you to either approve or deny the request.

To ensure a fair competition for limited discretionary funds, 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.

## **Eligibility**

Applicants are limited to states, local units of government and federally recognized American Indian and Alaska Native Tribes. The term state refers to any State of the United States, the District of Columbia, and the principal U.S. territories. Applicants must coordinate proposals with others in their area to ensure that agencies in a single jurisdiction do not compete against one another.

**American Indian Tribes and Alaska Native 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 council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution, or other enactment of the tribal council 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.

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 strategies to address these needs. The goal of this program is to provide effective training to probation and parole and other personnel who provide supervision, case management or relapse prevention to non-incarcerated sex offenders or who are responsible for sex offender registration and compliance. Special emphasis is placed on sex offender management and supervision which is compliant with the requirements of the Sex Offender Registration and Notification Act (SORNA), Title I, of the Adam Walsh Child Protection and Safety Act of 2006.

Applicants must submit a training plan to SMART for review and approval, and design and implement a monitoring and evaluation plan for information collection and analysis. Up to 20 percent of grant funds may be used to support assessment and planning activities with the remaining funds supporting development and implementation of a training program. In addition to jurisdiction-wide meetings to identify and plan effective supervision strategies, training

activities should address SORNA compliance as it applies to the jurisdiction and include one or more of the following:

- Training on sex offender registry and compliance laws, policies, and procedures.
- Training on compliance with legislative changes to include SORNA implementation at the state, local or tribal level.
- Training on establishing a multi-disciplinary sex offender management team, including sex offender registration, monitoring and apprehension units.
- Training on the implementation and use of monitoring equipment and other technologies.
- Training on effective supervision, management and monitoring strategies.

Applicants must ensure that all training is SORNA-compliant.

In addition to supporting training programs addressing the above topics, projects that include the development and implementation of: 1) state-wide, uniform probation models and/or 2) protocols for assessing, treating and monitoring non-incarcerated sex offenders, will be considered.

### Amount and Length of Awards

Grants will be up to \$200,000 for each agency for a grant period of up to 24 months.

### 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. Additionally, applicants must discuss their data collection methods in the application. Performance measures for this solicitation are as follows:

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.	<p>Total number of community supervision personnel or other staff throughout the jurisdiction who received sex offender management training during the reporting period.</p> <p>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.</p>	<p>Total number of community supervision personnel or other staff throughout the jurisdiction who received sex offender management training during the reporting period.</p> <p>Total number of training sessions provided during the reporting period.</p> <p>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.</p> <p>Total number of pre- and post-TA/course evaluations submitted.</p>

	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.	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 participates in Grants.gov -- 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](http://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**, Monday-Friday from 7:00 a.m. to 9:00 p.m. eastern time.

**Funding Opportunities with Multiple Purpose Areas:** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If you are applying to a solicitation with multiple Competition IDs, you must select the appropriate Competition ID for the intended purpose area of your application. The application will be peer reviewed according to the requirements of the purpose area under which it is submitted.

**Note: OJP’s Grants Management System (GMS) does not support Microsoft Vista or Microsoft 2007.** Therefore, OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. GMS downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. Applications submitted via GMS must be in the following formats: Microsoft Word/ (\*.doc), WordPerfect (\*.wpd), PDF files (\*.pdf), or Text Documents (\*.txt) and may include \*.xls files. GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extensions of “.docx.” Please ensure the documents you are submitting in Grants.gov are saved using “Word 97-2003 Document (\*.doc)” format. Additionally, 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.”

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.203, titled “**Comprehensive Approaches to Sex Offender Management Discretionary Grant Program (CASOM)**,” and the funding opportunity number is SMART-2009-2060.

**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 Numbering 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 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, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com/us/>. Individuals are exempt from this requirement.

**Central Contractor Registration (CCR) is required:** In addition to the DUNS number requirement, OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. 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. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

## 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/Forms/budget\\_fillable.pdf](http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf).

#### 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.

## Selection Criteria

### 1. Statement of the Problem

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**

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:** 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/Performance Measure Data Collection Plan**

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. SMART 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. SMART 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 (such as timeliness, proper format, and responsiveness to the scope of the solicitation) 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 [insert Program Office name], 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**

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Funding to Faith-Based Organizations

- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006