



Comprehensive Approaches to Sex Offender Management: FY 2005 Competitive Grant Announcement

Eligibility

State, local, and tribal jurisdictions are eligible to apply for this grant program. **Previous recipients of implementation sex offender management grants are not eligible to apply for this grant program. This includes grants awarded by the former OJP Corrections Program Office and Violence Against Women Office.**

Grants.gov Application Submission Deadline: March 17, 2005

**This deadline is firm and will not be extended.
Document upload can be time consuming; please plan accordingly.**

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About OJP

The Office of Justice Programs (OJP), U.S. Department of Justice, was created in 1984 to provide federal leadership in developing the nation's capacity to prevent and control crime, administer justice, and assist crime victims. OJP carries out this mission by forming partnerships with other federal, state, and local agencies, as well as national and community-based organizations. OJP is dedicated to comprehensive approaches that empower communities to address crime, break the cycle of substance abuse and crime, combat family violence, address youth crime, hold offenders accountable, protect and support crime victims, enhance law enforcement initiatives, and support advancements in adjudication. OJP also works to reduce crime in Indian Country, enhance technology's use within the criminal and juvenile justice systems, and support state and local efforts through technical assistance and training.

About BJA

The Bureau of Justice Assistance (BJA), a component of the Office of Justice Programs, U.S. Department of Justice, supports innovative programs that strengthen the nation's criminal justice system. Its primary mission is to provide leadership and a range of assistance to local criminal justice strategies to make America's communities safer. BJA accomplishes this mission by providing funding, training, technical assistance, and information to state and community criminal justice programs and by emphasizing the coordination of federal, state, and local efforts. BJA's specific goals are to help communities reduce and prevent crime, violence, and drug abuse and to improve the functioning of the criminal justice system.

About the Sex Offender Management Discretionary Grant Program

Grant Program Purpose and History

The purpose of the Comprehensive Approaches Sex Offender Management (CASOM) Discretionary Grant Program is to assist state, local, and tribal jurisdictions to improve their adult and/or juvenile sex offender management policies and practices by (1) critically examining their existing approaches to managing the population, (2) identifying their most significant gaps and areas of need, and (3) developing specific strategies to address these needs. The comprehensive approach is driven by a number of key principles—prioritization of the victim and sensitivity to the impact on the victim, utilization of specialized knowledge, education and involvement of the public, assurance of integrity through monitoring and evaluation of the policies and practices in place, and multidisciplinary collaboration.

Over the past 6 years, OJP has provided funds to 95 state, local, and tribal jurisdictions to enhance and improve the management of sex offenders in their communities. Historical and statistical information about sex offender management issues and the work of previous grantees is available online at the Center for Sex Offender Management (CSOM) web site (www.csom.org/). CSOM's web site also provides numerous resources and tools that may help applicants prepare their proposal.

Program Structure

The CASOM Discretionary Grant Program grant period is 24 months and will be administered in two phases. Phase I is an assessment/planning phase and Phase II is when grant recipients will implement the strategy developed in Phase I. Up to 20 percent of grant funds may be applied to support activities under Phase I (assessment/planning phase) of the project. Remaining program funds will then be applied toward the implementation of strategies designed to enhance the most significant need areas (Phase II).

Phase I—The Assessment/Planning Phase (the first 9-12 months) will involve the following activities:

- Establishing a multidisciplinary policy team that represents the agencies, organizations, and others in the grantee's jurisdiction that affect or are affected by sex offender management and will assist the policy team in achieving its goals.
- Establishing processes, structures, and appropriate staff support for conducting the assessment of the jurisdictions' current system of managing sex offenders, including the framework necessary to collect and analyze data.
- Developing a common understanding of the grantee's approach to managing adult and/or juvenile sex offenders by collecting and examining baseline data and information that describes current policies and practices with regard to the jurisdiction's management of the population.
- Examining current sex offender management policies and practices in the jurisdiction against what is known about the components and fundamental principles of the comprehensive approach to sex offender management and identifying strengths and gaps in the jurisdiction's management of sex offenders.
- Developing a written implementation plan that will address the most significant gaps in current practice identified through the assessment phase.
- Submitting an implementation plan to BJA for approval before the team moves on to Phase II. The implementation plan must include a budget revision request and an accompanying workplan and timeline.

Phase II—The Implementation Phase (months 10–24 or 13-24) will involve the following activities:

- Implementing the proposed strategy (following approval from BJA) under the direct oversight of the jurisdiction's multidisciplinary policy team.
- Designing and implementing a monitoring and evaluation plan to document the strategies implemented and their outcomes, as well as developing or enhancing the capacity for ongoing information collection and analysis beyond the grant period.
- Using a new approach to build support so efforts are sustained when federal funding ends.

Jurisdictions selected under this solicitation must be willing to conduct a structured, cross-system assessment of their current sex offender management policies and practices.

Eligibility

State, local, and tribal jurisdictions are eligible to apply for this grant program. Applicants in varying stages of developing sex offender management strategies are eligible to apply. Applicants must coordinate their proposal with others in their jurisdiction to ensure a collaborative response to this solicitation and to ensure that agencies within a single jurisdiction do not compete against one another in the grant process.

Previous recipients of implementation sex offender management grants are not eligible to apply for this grant program. This includes grants awarded by the former OJP Corrections Program Office and Violence Against Women Office.

Match Requirement

A minimum 25 percent match is required for this grant program, and federal funding for this project may not exceed 75 percent of the total project costs. Contributions may be cash, in-kind services, or a combination of both. See the OJP *Financial Guide* (<http://www.ojp.usdoj.gov/FinGuide/>) for information and examples of what constitutes a match.

Amount and Length of Awards

Grants up to \$250,000 will be awarded for 24 months.

Review Process

All applications will be peer reviewed. BJA will review peer review results and make recommendations to the BJA Director, who will make final award recommendations to OJP's Assistant Attorney General. The OJP Assistant Attorney General will make final determinations regarding which jurisdictions will be selected to receive an award. BJA will negotiate specific terms of the awards with the selected applicants.

Funding decisions will be made on the basis of several criteria, including the merit and fundamental strengths of the application. Consideration may also be given for other factors including, but not limited to, geographic and regional balance. Applications that meet all eligibility requirements will be evaluated according to the selection criteria.

How to Apply

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.203, titled "Sex Offender Management Discretionary Grant."

OJP is participating in the e-Government initiative, which is one of five initiatives included in the President's Management Agenda. Grants.gov is a "storefront" that provides a simple and unified process for all customers of federal grants to find opportunities, apply, and manage grants online. The CASOM Program has been designated as one of the U.S. Department of Justice's five pilot programs that will be administered through Grants.gov. To access the system, go to Grants.gov. (www.grants.gov) Applications submitted via Grants.gov must be in one of the following formats: Microsoft Word (*.doc), PDF (*.pdf), or text (*.txt).

If you experience difficulties at any point in this process, please call the Grants.gov customer support hotline at 1-800-518-4726.

Step 1: Downloading the Application Viewer

- You will need to download the PureEdge Viewer to access, complete, and submit applications through Grants.gov. The PureEdge Viewer is available free of charge.
- From the Grants.gov “Welcome” screen, select the “Get Started” tab at the top of the screen.
- Click on “Get Started Step 1—Download Application Viewer.” This will open the “Download Application Viewer” window. This window includes information about computer system requirements and instructions for downloading and installation.
- Scroll down and click on the link to download the PureEdge Viewer.
(www.grants.gov/PEViewer/ICSViewer602_grants.exe)
- You will be prompted to save the application. Click the “Save” button. This will open the “Save As” window. Select the location where you would like to save PureEdge Viewer and click the “Save” button.
- A window will appear to show the progress of the download. When the downloading is complete, click to close the dialog box.
- To install the PureEdge Viewer package, locate the file on your computer and click to open it. When a prompt asks if you would like to continue, click “Yes.” The ICS InstallShield Wizard will extract the necessary files and take you to the “Welcome” page.
- Click “Next” to continue.
- Read the License Agreement and click “Yes” to accept the agreement and continue with the installation process. This will take you to the “Computer Information” screen.
- Enter a User Name and a Company Name in the designated fields and click “Next.”
- The “Choose Destination Location” window will prompt you to select the folder in which Pure Edge Viewer will be installed. To save the program in the default folder, click “Next.” To select a different folder, click “Browse.” Select the folder in which you would like to save the program, click on “OK,” then click “Next.”
- The next window will prompt you to select a program folder. To save program icons in the default folder, click “Next.” To select a different program folder, you can type a new folder name or select one from the list of existing folders, then click “Next.” Installation will begin.
- When installation is complete, the InstallShield Wizard Complete Screen will appear. Click “Finish.” This will launch the ICS Viewer Help Information window. Review the information and close the window.

- When you run the PureEdge Viewer for the first time, you may be prompted to accept the End-User License Agreement. Read through the agreement and click “Accept.” This will prompt you to license your product with a license key. Because this is a free program, you should enter one of the following serial number and accompanying license key combinations in the designated fields. Please enter them as they are listed below. All letters must be capitalized.

Serial Numbers

179123-03A
 179124-03A
 179125-03A
 179126-03A
 179127-03A

License Keys

TNDWXS-52-BAN6S5
 TNDWXS-32-BAN6J5
 TNDWXS-G2-BAN6E5
 TNDWXS-H2-BAN6P5
 TNDWXS-E2-BAN6B5

Step 2: Requesting a DUNS Number

- Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. The DUNS number will be required whether an applicant is submitting an application on paper, through OJP’s Grants Management System, or using the governmentwide electronic portal (Grants.gov). **An application will not be considered complete until the applicant provides a valid DUNS number.** Individuals who would personally receive a grant or cooperative agreement from the federal government are exempt from this requirement.

Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at **no cost** by calling the dedicated toll-free DUNS number request line at 1-800-333-0505.

Step 3: Registering with Central Contractor Registry

- You will need to register with the Central Contractor Registry (CCR), a central, governmentwide resource for grant recipients to update and change organizational information for doing business with the federal government. A DUNS number is required to complete this registration. If you have the necessary information ready, the registration process will take about 30 minutes to complete online. You will receive your CCR registration within 5 business days. **Please allow time to receive your CCR registration and submit your application on time.**
- Before registering online, you should review the *CCR Handbook* (March 2002) and gather the information you need to complete the registration worksheet. The handbook and worksheet are located online at www.ccr.gov. You will need Adobe Reader to view the worksheet.
- To begin your registration, select the “Get Started” tab on the left side of the screen.
- Select the “Get Started Step 3—Register with Central Contractor Registry.”
- Click on the link to CCR (www.ccr.gov). This will take you to the CCR web site.
- Click on “Start New Registration” on the left side of the screen. A pop-up box will appear to remind you that a DUNS number is needed to continue registration with CCR. If you do not have your DUNS number yet, go back to step 2. If you have a DUNS number, click “Continue.”

- Complete the CCR registration, as explained on the registration screen. Mandatory fields are indicated with the letter “M.”

Step 4: Registering with a Credential Provider

- Grants.gov uses E-Authentication, a federal program to safeguard the security of your electronic information. You must register with E-Authentication to have your grant application forwarded to the appropriate government agency safely and securely.
- To begin your registration, select the “Get Started” tab on the left side of the screen.
- Select the “Get Started Step 4—Register with a Credential Provider.”
- Click the E-Authentication link. This will take you to the E-Authentication screen.
- Click the “User ID” button.
- You will be prompted that you are entering a secure site. To continue, click “OK.”
- Once you have entered all the required information in the appropriate fields, click the “Submit” button.

Step 5: Registering with Grants.gov

- Registering with Grants.gov designates you as the Authorized Organization Representative (AOR) making you the only person authorized to submit grant applications through Grants.gov on behalf of your organization. The name registered here should be the authorized signature for your organization.
- To begin your registration, select the “Get Started” tab on the left side of the screen.
- Select “Get Started Step 5—Register with Grants.gov.”
- In the “Username” and “Password” fields, enter the username and password you entered when you registered with E-Authentication.
- Click the “Register” button.
- Complete the “Authorized Organization Representative User Profile” screen and click “Submit.”

Step 6: Download Application Package

- Grants.gov allows you to complete and save the application package on your computer, then upload it back into Grants.gov for submission.
- To get started, select the “Apply for Grants” tab on the left side of the screen.
- Click on “Apply Step 1—Download a Grant Application Package and Application Instructions.”

- On the “Download Application Package” screen, enter “BJA-2005-723” in the “Funding Opportunity Number” field.
- Click on the “Download Package” button. This will take you to the “Selected Grants Application for Download” page.
- To download an application package and its instructions, click the corresponding download links. Be sure to download both.
- Once you select a grant application, you will be taken to a “Download Application Package” screen to confirm that you are downloading the correct application. If you would like to be notified of any changes to this funding opportunity, enter your e-mail address in the corresponding field, then click the “Submit” button.
- After verifying that you are downloading the correct application, click the “Download Application Package” button. The application package will open in the PureEdge Viewer you downloaded in step 1.
- Click the “Save” button to save the package on your computer. Because the form is not yet complete, a window will prompt you that one or more fields may be invalid. You will complete these fields in step 7. Select “Yes” to continue. After you click “Yes,” the “Save Form” window will open.
- Select the location where you would like to save your application. Select a name and enter it in the “Application Filing Name” field.
- Click the “Save” button. If you choose, you may now close your Internet browser and complete your application package offline.

Step 7: Completing the Application Package

- If offline, locate the application package you saved on your computer. (This application can be completed entirely offline; however, you will need to login to Grants.gov in order to submit the application.) When you open the package, it will be in PureEdge Viewer. You may save your application at any time by clicking on the “Save” button at the top of the screen. Verify that the pre-entered information is correct for the grant opportunity for which you intend to apply. If not, click the “Cancel” button at the top of the screen. Go back and start step 6 again or call the Grants.gov customer service hotline at 1-800-518-4726.
- Enter a name for your application in the “Application Filing Name” field.
- Open and complete all the mandatory and optional forms or documents. To complete a form, click to select the form, then click the “Open” button. When you open a required form, the mandatory fields will be highlighted in yellow. If you enter incomplete information in a mandatory field, you will receive an error message. When you have completed a form or document, click to select the document, then click the “>>” button to move the form or document to the “Completed Documents” box. Click the “<<” button to return a form to the “Incomplete Documents” box.
- When you open a document or form, you will be able to attach documents from your computer. To attach a document, select the corresponding form and click the “Add” button to open the “Attachments” window. Click the “Attach” button. Select the document on your computer that you

would like to attach, then click the “Open” button. You will return to the “Attach” window. Continue this process until you have attached all the necessary documents. Once you have finished, click the “Done” button. The box next to the “Attachment” will be now be checked.

- To exit a form, click the “Close” button. Your information will be saved automatically.

Step 8: Submitting the Application

- Once you have completed and saved an application on Grants.gov, the “Submit” button at the top of your screen will be enabled. This button will not be activated unless all mandatory data fields have been completed. When you are ready to submit your application, click on “Submit.” This will take you to a “Summary” screen.
- Review the application summary. If you wish to make changes at this time, click “No” to return to the application package where you can make changes to the forms. To submit the application, click the “Yes” button.
- This will take you to a “Login” screen where you will need to enter the username and password that you used to register with Grants.gov and E-Authentication. Enter your username and password in the corresponding fields and click “Login.”
- When it has been authenticated, your application will be submitted. You should print this confirmation screen for your records. You will receive an e-mail message to confirm that the application has been successfully uploaded into Grants.gov. The confirmation e-mail will give you a Grants.gov tracking number, which you will need to track the status of your application.
- When finished, click the “Close” button.

Attachments

Budget Detail Worksheet (Attachment #1)

Applicants must provide a budget that (1) is complete, allowable, and cost effective in relation to the proposed activities, (2) shows cost calculations that demonstrate how applicants arrived at the amount requested, and (3) provides a brief supporting budget narrative that links costs with project implementation.

Applicants must submit the budget worksheet and budget narrative in one file. The worksheet provides the detailed computation for each budget item (often in spreadsheet format). The narrative justifies or explains each budget item and relates it to project activities.

- **Budget Detail Worksheet.** The budget detail worksheet must list the cost of each budget item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. **Note:** Total costs specified in the budget detail worksheet must match the total amount requested.
- **Budget Narrative.** The budget narrative should closely follow the content of the budget detail worksheet and justify all proposed costs. For example, the narrative should explain how fringe

benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

A sample budget detail worksheet form that can be used as a guide to assist applicants in the preparation of the budget detail worksheet and budget narrative is available on OJP's web site (www.ojp.usdoj.gov/forms.htm).

Applicants must budget funds for travel, lodging, and per diem costs for 7-10 key members of the collaborative team (including the grant coordinator and research coordinator) to attend a 3-day BJA-sponsored technical assistance workshop. Applicants are asked to estimate travel costs.

Program Narrative (Attachment #2)

The program narrative must respond to the solicitation and the Selection Criteria (numbers 1-4 and 6) 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.).

Project Abstract

The abstract will not be rated but must be included as part of the Program Narrative attachment. It will not count against the 20-page limit. The abstract should not exceed 200 words and must include the following items:

- The name of the applying public-sector agency.
- A list of the existing or proposed team members (including names, titles, and agency affiliations).
- A brief summary covering the target community and target offender population.
- A description of the current need for a sex offender management assessment.
- The jurisdiction's willingness to engage in the assessment process outlined herein and implement strategies to improve the current system of sex offender management based upon the results of the assessment.

Other Program Attachments (Attachment #3)

This file must include the following materials:

- **Signed Memorandum of Understanding.** The memorandum of understanding (MOU) should clearly articulate the team's commitment to critically assessing current practices and developing strategies for system change that will enhance the management of the sex offender population. The MOU also should include a statement about the mission of the team, a list of the team members, and a description of the working relationship among team members. The MOU should be a single document. If a signed copy of the MOU cannot be uploaded as part of Attachment #3, it may be faxed

to 202–354–4147 by March 17, 2005. Applicants must include the application number that is assigned by GMS (e.g., 2004-F001-DC-WP) on all faxed documents.

- **Project Workplan.** The workplan should include the following elements: goals, action steps, timelines, and responsible parties.
- **Job Descriptions for All Key Positions.** Job descriptions should outline the roles and responsibilities for all key positions; resumes for the staff that currently hold these positions also should be included.
- **Letters of Support** (where appropriate, though not intended to substitute for the MOU). If letters of support cannot be uploaded as part of Attachment #3, they may be faxed to 202–354–4147 by March 17, 2005. Applicants must include the application number that is assigned by GMS (e.g., 2004-F001-DC-WP) on all faxed documents.

A sample MOU and workplan are provided on CSOM’s Web site (www.csom.org). Jurisdictions are expected to develop their own language for MOUs and workplans.

Selection Criteria

Applicants will be evaluated by a peer review panel according to the criteria outlined below.

1. Need Statement (15 points)

A. Problem

In this section, applicants must provide a detailed description of the problems with sex offenders in their jurisdiction including the target population and target community. The narrative in this section should:

- Describe the challenges the jurisdiction faces with sex offenders.
- Define the target population (e.g., adults, juveniles, both, subpopulations, etc.).
- Describe the target community, including its location, population, geography (e.g., rural, urban), and other relevant demographic and geographic information.

B. Current Practices

The narrative in this section should describe how the jurisdiction currently implements the four principles of a comprehensive approach to sex offender management. Additionally, applicants must explain the need for a comprehensive assessment of the jurisdiction’s current sex offender management policies and practices. The four principles to be addressed are listed below:

1. **Description of current sex offender management policies and practice.** Describe the basic components of the jurisdiction’s current continuum of services and activities as related to the following areas of sex offender management: investigation, prosecution, and adjudication; offender assessment; treatment; reentry; supervision; registration; and notification.

2. **Specialized knowledge.** Describe the team's understanding of the importance of specialized knowledge of this population and the strategies to manage them within and across disciplines. Provide a description and assessment of the current level of expertise and specialized knowledge in the jurisdiction.
3. **Victim-centered approach.** Describe how the jurisdiction ensures that the interests of current and potential victims remain a primary focus of its sex offender management strategies, and how victims and victim advocates are involved in the sex offender management process.
4. **Program monitoring and evaluation.** Describe the jurisdiction's current strategy for analyzing performance and impact of sex offender management policies and procedures, and how the jurisdiction collects data on the effectiveness of sex offender management policies and procedures, including the data elements being collected and how they are being used to inform current practices.

2. Program Strategy and Design (25 points)

The program design and strategy section must illustrate what applicants propose to do, especially in Phase I of the project. Describe the steps the team will take to assess and analyze its current system of sex offender management. Applicants should outline the information that will be gathered and the strategies they will use to gather and analyze the information. In addition, applicants should demonstrate how the full team will actively participate in the assessment process, how they will gather and analyze data and information, and how they will develop, execute, monitor, and evaluate the implementation plan. The goals and tasks of Phase II will be driven by the results of the assessment process and must be approved by BJA at the end of Phase I of the project. The strategy should be consistent with the process and activities outlined in Phases I and II and should complement the project workplan.

3. Management and Organizational Capability (15 points)

Applicants must describe the management structure and staffing of the project, specifically identifying the public-sector agency responsible for the project and the grant coordinator and research coordinator. Applicants must demonstrate the capability of the team and the staff to implement the project, including gathering and analyzing information, developing an implementation plan, and monitoring and evaluating the strategies implemented. The management and organizational structure described should clearly match the staff needs necessary to accomplish the tasks outlined in the project workplan.

Applicants must provide job descriptions that outline the roles and responsibilities of all key positions necessary to accomplish the team's goals. Where applicable, resumes for the staff who currently hold these positions should be provided (as part of attachment #3).

Applicants must identify a research coordinator who will be an active and ongoing member of the project team. Applicants also must describe how the research coordinator will coordinate data and research efforts associated with the grant program. Applicants must explain how this individual will assist the team in the (1) development and implementation of methods to gather and analyze data on the jurisdiction's sex offender management policies and practices, and (2) build a system or process to gather data and information in an ongoing way to monitor and evaluate new or enhanced sex offender management strategies.

4. Collaboration (15 points)

Applicants must clearly describe the collaborative team that is or will be in place to conduct the work. Applicants should list all current or proposed team members, including their name, title, and agency affiliation. Refer to the Other Program Attachments (Attachment #3) section for information regarding the MOU requirement and letters of support.

At a minimum, teams must comprise all of the disciplines involved in sex offender management, including the following:

- Community corrections.
- Institutional corrections.
- Release decisionmaking authority (i.e., parole board member).
- Law enforcement.
- Judiciary.
- Prosecution.
- Criminal defense bar.
- Sex offender-specific treatment providers (institutional and community based).
- Nongovernmental victim advocacy.

In addition to the required collaborators noted above, jurisdictions should include others on the collaborative team who can assist in the achievement of the program's goals or who have a stake in its outcome. For example, jurisdictions are strongly encouraged to include:

- Noncriminal justice service providers who represent community- and faith-based organizations.
- Polygraph examiners.
- School and social service representatives (particularly for those jurisdictions working with juvenile sex offenders).
- Members of the medical community and others involved with the jurisdictions' sex offender management practices.
- Other individuals who can assist the team in developing or incorporating strategies for sexual abuse prevention.

If there is a multidisciplinary collaborative team in place to oversee sex offender management in the jurisdiction, applicants must indicate the length of time the team has been together, the nature of the work, the frequency of meetings, and achievements to date.

If such a team does not exist, applicants must demonstrate the level of commitment that exists to developing one. Applicants should explain how the critical stakeholders will develop the relationships and team structure necessary to objectively assess their current policies and practices and develop and implement new or enhanced policies.

The information provided in this section should be consistent with the Memorandum of Understanding and letters of support that are submitted in accordance with the guidelines in the Other Program Attachments section.

5. Budget (10 points)

Applicants must provide a proposed budget that is complete, allowable, and cost effective in relation to the activities to be undertaken. Applicants should budget for a 3-day technical assistance workshop for 7-10 team members. The budget must include the required 25 percent match. Contributions may be cash, in-kind services, or a combination of both.

6. Performance, Evaluation, and Sustainability (20 points)

Applicants should explain the team’s understanding of and dedication to evaluating the program’s implementation plan. Applicants should identify goals and objectives for program development, implementation, and outcomes. Applicants should describe how they will document, monitor, and evaluate their performance, including how they will determine the impact of the strategies they will implement. Applicants should outline what they hope to learn through the monitoring and evaluation process and what data and information they will collect. Applicants also should describe how evaluation and collaborative partnerships will be leveraged to build long term support and resources for the program.

Performance Measures

To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, grantees are required to collect and report data that measure the results of program performance. Applicants must address the performance measures listed below. In addition to incorporating this information into their narrative, applicants are required to address the type of information they will collect, who will collect it, the methods they will use, and how they will report the information. Grantees are expected to provide interim data in their semiannual progress reports, as well as to submit the results of their project as part of their final progress report. CSOM will provide technical assistance and tools specifically designed to assist jurisdictions to address these performance measures.

Program Goal	Performance Measures	Data To Be Provided By Grantees
Ensure victim and community safety	<p>Outcome Measures:</p> <p>Percent of sex offenders completing the treatment plan as prescribed.</p> <p>Percent of offenders arrested for new offenses.</p>	<p>Total number of sex offender treatment plans closed out during the reporting period as being completed as prescribed.</p> <p>Total number of sex offender treatment plans closed out during the reporting period as being discontinued or otherwise not completed as prescribed.</p> <p>Total number of program-managed sex offender rearrests (excluding technical violations of probation or parole) during the reporting period.</p>

	<p>Output Measures:</p> <p>Number of clients assessed.</p> <p>Number of sex offender treatment plans developed.</p> <p>Number of clients receiving services.</p> <p>Number and type of services provided.</p> <p>Number of cases in the system and the outcomes of these cases.</p> <p>Number of offenders attaining appropriate and stable housing.</p>	<p>Total number of program-managed sex offender rearrests for technical violations of probation or parole during the reporting period.</p> <p>Total population of sex offenders managed by the program during the reporting period.</p> <p>Total number of clients having assessments completed during the reporting period.</p> <p>Total number of sex offenders having treatment plans developed during the reporting period.</p> <p>Total number of clients receiving any service offered under the program's strategy.</p> <p>Progress reporting on the various types and numbers of services provided.</p> <p>Total number of cases actively managed during the reporting period.</p> <p>Progress reporting on the various outcomes of these cases.</p> <p>Total number of offenders currently in the program that have attained or retained appropriate and stable housing.</p>
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Submission Deadline

Applications for this program **are due by 8 p.m., e.t., on March 17, 2005**. Faxed or mailed applications or supplemental materials will not be accepted, except as described under How To Apply and in the Other Program Attachments (Attachment #3) sections.

Training and Technical Assistance

BJA will provide technical assistance to the selected grantees through the Center for Sex Offender Management (<http://www.csom.org/>). CSOM staff will maintain regular contact with grantees, as directed by BJA, and will conduct regular onsite visits to the jurisdiction to assist in the assessment and implementation phases of the grant. CSOM will respond to appropriate technical assistance needs through various means, such as conducting workshops and providing onsite technical assistance. Grantees will be encouraged to communicate regularly with CSOM to ensure that the program's resources are fully used and that the grantees' work can inform the efforts of other jurisdictions across the nation.

Other Requirements

Purchase of American-Made Equipment and Products

It is the sense of Congress, as conveyed through each year's appropriations act, that to the greatest extent practicable, all equipment and products purchased with grant funds should be American made.

Civil Rights Compliance

All recipients of federal grant funds must comply with nondiscrimination requirements contained in federal laws. If a court or administrative agency makes a finding of discrimination against a recipient of funds on grounds of race, color, religion, national origin, gender, disability, or age after a due process hearing, the recipient must forward a copy of the finding to the Office for Civil Rights of the Office of Justice Programs.

Limited English Proficiency

Recipients of OJP financial assistance are required to comply with several federal civil rights laws, including Title VI of the Civil Rights Act of 1964 (Title VI) and the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov, by contacting OJP's Office for Civil Rights at 202-307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street NW., Eighth Floor
Washington, DC 20531

Faith-Based and Community Organizations

It is OJP policy that faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or people working in the organization.

Anti-Lobbying Act

The Anti-Lobbying Act (18 U.S.C. § 1913) recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars (www.whitehouse.gov/omb/circulars/index.html) and the common rule (codified at 28 C.F.R. Part 69 for U.S. Department of Justice grantees) to reflect these modifications. However, in the interest of full disclosure, no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Confidentiality and Human Subjects Protection

U.S. Department of Justice regulations (28 C.F.R. Part 22) require applicants for BJA funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which personally identifiable information will be collected. In addition to the regulations in Part 22, regulations concerning protection of human subjects are set forth in 28 C.F.R. Part 46. In general, 28 C.F.R. Part 46 requires that all research involving human subjects conducted or supported by a federal department or agency be reviewed and approved by an Institutional Review Board before funds are expended for that research.

General information regarding Confidentiality and Human Subjects Protection can be found on the National Institute of Justice web site (www.ojp.usdoj.gov/nij/humansubjects). Sample formats of the Privacy Certificate, Transfer Agreement, and Single Project Assurance for submission to BJA can be found on the OJP web site (www.ojp.usdoj.gov/forms.htm).

Evaluation

Grantees will be required to cooperate with research partners to describe their activities through project development logs and the BJA progress reporting process, which includes a final project summary report. The final report will include a summary of the assessment and implementation process employed, all offender and system data collected, the jurisdiction's assessment of this information, actions taken, and the jurisdiction's plan for ongoing monitoring and evaluation of the strategies implemented and supported under this grant program. Furthermore, grantees will maintain contact with BJA staff and their sex

offender management technical assistance providers throughout the grant period to monitor progress and address technical assistance needs. To further support research and evaluation, BJA and the National Institute of Justice may select a number of sites under the Sex Offender Management Discretionary Grant Program to participate in a process and impact evaluation.

Additional Information

For general information about BJA programs, training, and technical assistance, contact BJA at 202-616-6500 or visit the BJA home page at www.ojp.usdoj.gov/BJA.

For specific information about this solicitation, contact Julius Dupree, BJA Policy Office, at 202-514-1928 or Julius.Dupree@usdoj.gov.

For additional information regarding CSOM or the tools and sample documents referenced in this solicitation, go to the CSOM's web site at www.csom.org/. For questions regarding CSOM'S role as BJA's technical assistance provider and its work with the grantees, please contact Paul Herman at 573-632-6554 or Laura Morris at 301-589-9383.

The OJP *Financial Guide*, which contains information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records, is available on the OJP web site at www.ojp.usdoj.gov/FinGuide. This document governs the administration of funds by all successful applicants and their contractors.