

**U.S. Department of Justice**

Office of Justice Programs

*Sentencing, Monitoring, Apprehending,*

*Registering, and Tracking (SMART) Office*



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The [U.S. Department of Justice, Office of Justice Programs' Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking \(SMART\) Office](#) is pleased to announce that it is seeking applications for funding under the SMART Training and Technical Assistance Program. This program furthers the Department's mission by assisting state, local, and tribal jurisdictions in improving the accountability of sex offenders.

## **SMART Training and Technical Assistance Program (SMART TTA) Competitive Grant Announcement**

### **Eligibility**

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

(See "Eligibility," page 1)

### **Deadline**

All applications are due by 8:00 p.m. e.t. on September 4, 2007.

(See "Deadline: Applications," page 1)

### **Contact Information**

For assistance with the requirements of this solicitation, contact: Julius Dupree, BJA Policy Advisor, at 202-514-1928 or [julius.dupree@usdoj.gov](mailto:julius.dupree@usdoj.gov). [Frequently Asked Questions](#) are also available.

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

**Grants.Gov number assigned to announcement: DCPO-2008-1663**

# CONTENTS

Overview of the SMART TTA Program	1
Deadline: Registration	1
Deadline: Applications	1
Eligibility	1
SMART TTA Program-Specific Information	1
Performance Measures	2
How To Apply	3
What An Application Must Include:	3
Standard Form 424	
Program Narrative	
Budget and Budget Narrative	
Other Attachments	
Selection Criteria	4
Review Process	4
Additional Requirements	4

# SMART Training and Technical Assistance Program (SMART TTA) Program CDFA #16.580

## Overview of SMART TTA Program

Authorized by 42 U.S.C. 16945, the SMART Training and Technical Assistance Program (SMART TTA) provides training and technical assistance support for all state, local, and tribal units of government as well as private entities that are in some manner involved in the implementation or enforcement of the Adam Walsh Act ([Pub. L. 109-248](#)). This program is funded under the Edward Byrne Memorial Discretionary Grants Program, as authorized under Pub. L. 110-5. embedded secs. 101-104; Pub. L. 109-108, 119 Stat. 2290, 2300; 42 U.S.C. 3760-3762a as in effect in September 30, 2006.

## Deadline: Registration

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

## Deadline: Applications

The due date for applying for funding under this announcement is 8:00 p.m. e.t. on September 4, 2007.

## Eligibility

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, institutions of higher education, and consortiums with demonstrated experience in sex offender management and accountability issues and delivery of training and technical assistance on a national level to a variety of criminal justice and related audiences. For-profit organizations must agree to waive any profit or fees for services. Organizations should also demonstrate a working knowledge of the Adam Walsh Act and its requirements.

## SMART TTA Program-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 SMART TTA Program grantee will be responsible for developing and conducting training and technical assistance activities under the guidance of the SMART Office. Training topics may include effective sex offender management and accountability including registration processes and policies, collaboration processes and techniques, communication and technology, and multidisciplinary team coordination. Training formats will be large national meetings and seminars, with breakout sessions allowing for smaller-scale learning.

The SMART TTA Program grantee will be required to support planning and implementation of the following:

- Up to two national training conferences/meetings with as many as 1,300 participants.
- Up to two planning meetings in Washington, DC to include SMART TTA staff and SMART Office staff as well as selected consultants.
- Up to two policy meetings in Washington, DC to include policy officials from various locations and organizations addressing a specific topical issue.
- Development of publishable post-meeting reports for all supported meetings and events.
- Development of up to two publications/curricula representing the training delivered through this program.

**Amount and Length of Awards**

One cooperative agreement totaling up to \$1.4 million will be awarded for a project period of 18 months. The project start date should be on or after September 1, 2007 and end 18 months later.

**Performance Measures**

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

<b>Program Goals</b>	<b>Performance Measures</b>	<b>Data Grantee Provides</b>
Prevent sexual offending in the community by providing training and technical assistance to prosecutors, law enforcement, and corrections agencies on sexual abuse issues and sex offender management.	Percent of post-TA/course evaluations demonstrating self-reported improvement in understanding of strategies to address sexual abuse and the management of sex offenders in the community.	<p>Number of pre- and post-TA/course evaluations demonstrating self-reported improvement in understanding of strategies to address sexual abuse and sex offender management in the community.</p> <p>Number of pre- and post-TA/course evaluations NOT demonstrating self-reported improvement in understanding of strategies to address sexual abuse and sex offender management in the community.</p> <p>Number of federal, local, and tribal prosecutors, law enforcement, and corrections agencies receiving training through the program.</p>

		Number of individual federal, local, and tribal prosecutors, law enforcement, and corrections agency staff trained through the program.
Develop training and technical assistance products to assist prosecutors, law enforcement, and corrections agencies in addressing sexual abuse and sex offender management and accountability issues.	Percent of planned deliverables submitted on time.	Number of deliverables submitted on time.  Number of deliverables not submitted on time.

## How To Apply

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

**Grants.gov Instructions:** Complete instructions can be found at [www.grants.gov](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**. **Note:** Both Microsoft Vista and Microsoft Office 2007 are currently incompatible with Grants.gov.

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.580, titled “Edward Byrne Memorial State and Local Law Enforcement Assistance Discretionary Grants Program,” and the funding opportunity number is DCPO-2008-1663.

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

## What an Application Must Include

### Standard Form 424

#### Program Narrative (Attachment 1)

The program narrative must respond to the solicitation and the selection criteria (1–3, 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 allowable and reasonable. 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).

### **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 for key positions.

## **Selection Criteria**

### **1. Statement of the Problem (15 points)**

Applicants must demonstrate that they have knowledge of the problem of sex offending and criminal justice system responses to the problem.

### **2. Program Design and Implementation (20 points)**

Applicants must provide a detailed description of the program design and the process for the planning, development, and implementation of the training program, including administrative processes such as logistical support and reimbursement for consultants and contractors. Include the timeline for program startup and a timeline for how training sessions will be planned, developed, and delivered.

### **3. Capabilities/Competencies (30 points)**

Applicants must provide a detailed description of its capabilities and competencies to conduct the project, including staff background and experience. Organizational capabilities should also be described in this section.

### **4. Budget (20 points)**

Applicants must provide a proposed budget that is complete, allowable, and demonstrates cost-effective delivery of services (see Attachment 2).

### **5. Impact/Outcomes and Evaluation (15 points)**

Applicants must fully describe how training and other service delivery evaluation will be conducted and how feedback will be used to improve training content and delivery.

## **Review Process**

Applications may be peer reviewed. The SMART Office Director will then make award recommendations to OJP’s Assistant Attorney General, who will make final determinations.

## **Additional Requirements**

- Civil Rights compliance.
- Confidentiality and Human Subjects Protections regulations.

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

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [www.ojp.usdoj.gov/funding/otherrequirements.htm](http://www.ojp.usdoj.gov/funding/otherrequirements.htm).