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U.S. Department of Justice
Office of Justice Programs
Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking

The ***U.S. Department of Justice*** (DOJ), ***Office of Justice Programs*** (OJP), **Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking** (SMART) is seeking applications for funding under the SMART Office FY 15 Applying Circles of Support and Accountability in Indian Country Project Sites program. This program furthers the Department's mission by assisting selected tribal communities in developing a holistic program for those affected by crime through providing support for the victim, encouraging responsibility for the offender, and facilitating changes designed to minimize the risk of future abuse. This program encourages the entire tribal community affected by the abuse to be involved in changing the norms that may contribute to abuse.

SMART FY 15 Promoting Evidence Integration in Sex Offender Management: Applying Circles of Support and Accountability in Indian Country Project Sites

Eligibility

Eligible applicants are federally recognized Indian tribal governments as determined by the Secretary of the Interior and/or tribes that are eligible under SORNA section 127 to carry out the functions of SORNA and have elected to do so.

The SMART Office welcomes applications that involve two or more entities; however, only one eligible entity can be the applicant, and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for administering the funding and managing the entire project. Only one application per lead applicant will be considered; however, subrecipients may be part of multiple proposals.

The SMART Office may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

For additional eligibility information, see Section C. Eligibility Information.

Deadline

Applicants must register with Grants.gov prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on May 18, 2015.

All applicants are encouraged to read this **Important Notice: Applying for Grants in Grants.gov.**

For additional information, see How to Apply in section D. Application and Submission Information.

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. The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the SMART Office contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" in the How to Apply section.

For assistance with any other requirements of this solicitation, contact JuliAna.Grant@usdoj.gov, Senior Policy Advisor, by telephone at 202-514-7768, or by e-mail at JuliAna.Grant@usdoj.gov for program-specific questions; or Faith Baker, Associate Director, by telephone at 202-305-2586, or by e-mail at Faith.Baker@usdoj.gov for grant-related questions.

Grants.gov number assigned to this announcement: SMART-2015-4107

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SMART FY 2015 Promoting Evidence Integration in Sex Offender Management: Applying Circles of Support and Accountability in Indian Country Project Sites (CFDA # 16.203)

A. Program Description

Overview
The SMART Office's Applying Circles of Support and Accountability in Indian Country Project Sites Program will assist selected tribal communities in developing a holistic healing program for those affected by crime through providing support for the victim, encouraging responsibility for the offender, and facilitating changes designed to minimize the risk of future abuse. This program encourages the entire tribal community affected by the abuse to be involved in changing the norms that may contribute to abuse.

Applying Circles of Support and Accountability in Indian Country Project Sites Program - Specific Information

The Circles of Support and Accountability initiative emerged in Canada in the 1990s as a community-based, restorative justice movement that "focuses on the need to engage the community in the reintegration process."[1] In FY 2012, the SMART Office selected two project sites, Durham, North Carolina and Multnomah County, Oregon, and a training and technical assistance provider to support its Promoting Evidence Integration in Sex Offender Management: Circles of Support and Accountability (COSA) program.[2] COSA projects are now underway or in progress in California, Colorado, Minnesota, Nebraska, North Carolina, Oregon, Pennsylvania, Washington, and Vermont.

The COSA model fills a gap in services for some offenders left by criminal justice policy; essentially, those at highest risk of re-offense 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. COSA enlists volunteers from the community to aid in the management of 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 held until the end of their prison sentence and released with no probation or parole supervision. Each Circle consists of a Core Member (the sex offender) and four to six community volunteers. A COSA volunteer meets with the Core Member daily and the Circle

[1] Wilson, R. J., & Prinzo, M. (2001). Circles of support: A restorative justice initiative. *Journal of Psychology & Human Sexuality, 13(3/4),* 59-77. More information about the Canadian COSA model is available here: http://www.csc-scc.gc.ca/publications/005007-3006-eng.shtml
[2] http://smart.gov/pdfs/SMART_FY12_COSA.pdf

meets once a week. The key to the program is "a relationship scheme based on friendship and accountability for behavior."[3]

COSA programs have been initiated and implemented by faith-based organizations, community volunteer groups, and as an adjunct to criminal justice community corrections programs. The COSA model has an underlying philosophy of restorative justice, in that it focuses on the needs of the victim and offender and involves the community in resolving issues. In this respect, COSA appears to be a natural fit for Indian Country. The First Nations in Canada and American Indians/Alaska Natives in the United States have had a strong influence on the North American restorative justice movement.[4] The holistic philosophy of the Nations and Tribes involves a circle of justice that connects everyone involved with a problem or conflict, with everyone focused on a common center.[5] In approaching a conflict or problem, all contributing factors are examined to address the underlying issues that precipitated the problem, and everyone affected by a problem participates in the process. In this process, justice also means setting an action plan for how the wrongdoer and victim can proceed on a path of healing, both spiritual and physical.[6]

An example of restorative justice that is both process and community centered—and one resembling COSA programs in non-tribal/native communities—is the Community Holistic Circle Healing (CHCH) project of the Hollow Water First Nation in Manitoba, Canada. CHCH staff are involved in the entire healing process; a process that is based on traditional teachings that create the foundation for the Circle. CHCH uses a contract that requires everyone affected by a crime to take responsibility for keeping a compassionate yet watchful eye on the offender, be supportive of the victim, and bring about changes to their relationships that will minimize the risk of future abuse. The premise behind this healing and accountability process is that every individual is a whole being, not just a victim, an abuser, or a bystander with no role to play. This response encourages the entire community affected by the abuse to be involved in changing the norms that allow and even promote abuse. The spiritual core of CHCH requires the involvement of victims, abusers and their respective families, and focuses on the community affected by the abuse. A successful CHCH helps to reestablish a spiritual, physical, emotional and intellectual balance that benefits the impacted individuals and addresses the needs of the entire community.

A ten-year evaluation of the CHCH program captured its success in preventing sex offender recidivism. Of the 107 individuals who had participated in the program, only two reoffended.[7]

Goals, Objectives, and Deliverables

The purpose of this project is to support the development of COSA-type initiatives in tribal communities. That is, a holistic healing program working in tandem with professionals consisting of tribal community volunteers, a sex offender (Core Member), and trained professionals (Outer Circle). Additionally, there is a need to provide descriptive information for those Indian Country sites providing services to sex offenders based on the COSA model. This information will

[3] 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.
[4] Leung, May. (1999). The origins of restorative justice Alberta, Canada: Canadian Forum on Civil Justice.
[5] National Institute of Justice (2007). Perspectives on Restorative Justice, Indigenous Justice Systems and Tribal Society. Found at: http://www.nij.gov/topics/courts/restorative-justice/perspectives/pages/indigenous-tribal.aspx
[6] Leung, May. (1999).
[7] Couture, J., Parker, T., Couture, R., & Laboucane, P. (2001). A Cost-Benefit Analysis of Hollow Water's Community Holistic Circle Healing Process. Aboriginal Corrections Policy Unit, Solicitor General of Canada. Found at: https://www.publicsafety.gc.ca/cnt/rsrcs/pblctns/cst-bnft-hllw-wtr/cst-bnft-hllw-wtr-eng.pdf

improve the field's understanding of the programmatic, service, and policy needs of sex offenders when released in to tribal communities.

Tribal jurisdictions may apply and must agree to work with a SMART Office designated technical assistance provider to ensure adaptation of the COSA model to the specific tribal community, implementation fidelity, and proper training of community volunteers. Specific information on COSA volunteer training is available at http://www.csc-scc.gc.ca/002/008/002008-3000-eng.shtml.

Sites will be selected for SMART Office funding based upon their responses to the Selection Criteria listed on page 22 and their commitment to:

- Building knowledge and new evidence.
- Implementing a COSA program adapted to the tribal jurisdiction's traditions.
- Participating in an evaluation at a later date (subject to availability of funds).
- Collecting program data.
- Working collaboratively with the SMART Office and the COSA training and technical assistance provider.

Project plans must include a monitoring and evaluation plan for information collection and analysis. Jurisdictions are encouraged to consider and include the following outcomes of interest in monitoring and evaluation plans:

- Descriptive information about the tribal community, including the justice process.
- Descriptive information about sex offenders in the jurisdiction, including those eligible for COSA.
- Descriptive information about offenders and community members participating in COSAs.
- Recidivism incidents (new charges for sexual, violent, and any criminal offenses, and returns to prison) and resolutions for offenders participating in the program.
- Changes in offender criminal behavior, measured as pro-criminal attitudes or antisocial behavior, drug and alcohol use, and participation in sex offender treatment, substance abuse and mental health services.
- Positive changes in offender behavior (i.e., pro-social behaviors and attitudes).
- Changes in the tribal community (including victims) as a result of program implementation (i.e., awareness of sexual offending behavior, healing processes, community involvement in the program, sexual violence prevention, and/or victim support). Program cost effectiveness.

A report will be the final deliverable for this project. The report should contain, but not be limited to, descriptive information on the adaptations made to fit the cultural context of the tribal nation, number and types of volunteers trained, offender profiles (including demographics, risk/needs assessment information, treatment received, and a description of adjunct supervision), frequency of volunteer contacts with Core Members and Outer Circle professionals, a qualitative description of volunteer contacts, as well as any outcome information available (see above).

Evidence-Based Programs or Practices
OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates
- Integrating evidence into program, practice, and policy decisions within OJP and the field
- Improving the translation of evidence into practice

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The OJP CrimeSolutions.gov Web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

B. Federal Award Information

The SMART Office estimates that it will make up to two awards of up to $250,000 each, for an estimated total of $500,000, for a 24-month project period, beginning on October 1, 2015.

The SMART Office may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

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

Type of Award[8]

The SMART Office anticipates that it will make any award from this solicitation in the form of a grant.

Financial Management and System of Internal Controls

If selected for funding, the award recipient must:

[8] *See generally* 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

(a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.

(c) Evaluate and monitor the non-Federal entity's compliance with statute, regulations and the terms and conditions of Federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available here.

Budget Information

Cost Sharing or Match Requirement
This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Pre-Agreement Cost Approvals
OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the Financial Guide, for more 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, recipients may not use federal funds to pay total cash compensation (salary plus cash 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 .[9] The 2015 salary table for SES employees is available at the Office of Personnel Management website. Note: A recipient may compensate an employee at a greater 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 Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the 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 the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, 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.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs
OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on conference approval, planning, and reporting available at http://www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

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 for individuals with limited English proficiency may be allowable. 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 under "Solicitation Requirements" in the OJP Funding Resource Center.

C. Eligibility Information

For additional eligibility information, see Title page.

Cost Sharing or Match Requirement
For additional information on cost sharing and match requirement, see Section B. Federal Award Information.

[9] This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

Limit on Number of Application Submissions
If an applicant submits multiple versions of the same application, the SMART Office will review only the most recent system-validated version submitted. For more information on system-validated versions, see How to Apply.

D. Application and Submission Information

What an Application Should Include
Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that the SMART Office has designated 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 a requested funding amount that does not exceed the maximum amount allowable. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the "Note on File Names and File Types" under How to Apply to be sure applications are submitted in permitted formats.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. Also, OJP recommends that applicants include resumes in a single file.

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP's Grants Management System (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).

Intergovernmental Review: This funding opportunity (program) **is not** subject to Executive Order 12372. (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the "Program is not covered by E.O. 12372.")

2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

- Written for a general public audience

- Submitted as a separate attachment with "Project Abstract" as part of its file name
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

Permission to Share Project Abstract with the Public: It is unlikely that the SMART Office will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a webpage available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. 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, the SMART Office may consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative:

a. Statement of the Problem
   Applicants should describe the challenges the tribal jurisdiction faces in managing sex offenders and how these challenges will be addressed by the grant project. Discussion should include a description of the targeted population, including demographics; a description of the communities affected by the targeted population; and detail the justice system in the jurisdiction, to include sex offender management subjects such as whether the jurisdiction routinely conducts risk assessments, what risk assessment tools are

utilized, the frequency of use, and how risk assessments inform decision-making, as well as whether the jurisdiction uses intensive supervision, specialized caseloads strategies or community volunteers in supervision practices. This section should also specify sex offender treatment programming available (if any) in the jurisdiction, oversight the jurisdiction may have over sex offender treatment providers, the degree to which community supervision officers coordinate with treatment providers in terms of supervision interventions and duties, and whether treatment providers are required to follow specific jurisdiction guidelines, standards, protocols, memoranda of understanding (MOU), etc. Also, applicants should include a description of restorative justice principles and practices in use in the jurisdiction (i.e., healing circles).

Additionally, this section should describe the tribe's community outreach programs and efforts geared toward educating the community about sex offenders and the effectiveness of treatment/management, general information about sexual violence and the impact of sexual violence on the victims and the community, including community notification schemes, public education campaigns, and victim support programs.

b. Project Design and Implementation
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 COSA was adopted and adapted in the tribal community, including how the project will operate during the funding period and describe the strategy that will be used to identify Core Members and identify and train volunteers. Applicants should address how the COSA program will be incorporated in the tribal jurisdiction's justice system as well as the sex offender supervision system and the process of oversight for each Circle. Discussion should also address the jurisdiction's plan for coordinating with the technical assistance provider to ensure appropriate adaptation, training and implementation fidelity and discuss the monitoring and evaluation plan and process for analyzing the data collected (see page 5).

- 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

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures
Applicants should describe how performance will be documented, monitored, and evaluated, including how the impact of the strategy implemented and/or enhancement will be determined. It should also discuss plans for sustainability, i.e., how the program will continue to operate beyond the period of the grant award. If personnel costs are supported by grant funds, specific discussion of how these positions will be maintained beyond the period of the grant award must be included.

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, 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. OJP will require any award recipient, 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
Develop COSAs in tribal communities, consisting of sex offender, tribal volunteers, and trained professionals	Percent of volunteers trained	Number of individuals recruited for COSA during the reporting period Number of individuals trained on COSA during the reporting period
	Percent of offenders who have specialized management plans developed	Number of sex offenders in the program during the reporting period Number of sex offenders with COSA management plans developed during the reporting period
	Percent of services provided	Number of successful contacts made between volunteers and sex offenders in COSAs during the reporting period Number of contacts made between volunteers and sex offenders in COSAs during the reporting period

		Number of successful contacts made between volunteers and professionals Number of contacts made between volunteers and professionals during the reporting period
	Number of participants who have new referral for services	Number of participants who have a new referral for services Type and number of volunteer interventions/referrals for service provided to sex offenders in COSA during the reporting period
Provide descriptive information on sex offenders based on COSA model	Number of sex offenders who qualify for services	Number of sex offenders who qualify for services and by type of services
	Number of sex offenders who receive services	Number of sex offenders who receive services and by type of services
	Percent of sex offenders who recidivate while participating in a COSA	Number of sex offenders that receive new charges for sexual, violent, or any other criminal offense during the reporting period Number of sex offenders who return to prison during the reporting period Number of sex offenders in the COSA during the reporting period
	Percent of sex offenders that exhibit a desired change in targeted behaviors	Number of sex offenders that exhibit positive change during the reporting period, by type: – Offender criminal behavior – Pro-criminal attitudes or antisocial behavior – Drug and alcohol use

		– Participation in sex offender treatment, substance abuse and/or mental health services Number of sex offenders in the COSA during the reporting period
	Increase in tribal communities that demonstrate positive outcomes of implemented COSA models	Increase in tribal communities (including victims) as a result of program implementation. Changes included: – Awareness of sexual offending behavior – Healing processes – Community involvement in the program – Sexual violence prevention – Victim support – Other
	Number of deliverables that meet expectations	Evidence of monitoring and evaluation plans for information collection and analysis as described in the "Goals, Objectives, Deliverables" section
	Final report with a comprehensive overview of the project	Final report that provides a comprehensive overview of the Circles of Support and Accountability project as described in the "Goals, Objectives, Deliverables" section

The SMART Office does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that the SMART Office will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

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 Funding Resource Center Web page (www.ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm). Applicants whose proposals may involve a research or statistical component also should review the "Data Privacy and Confidentiality Requirements" section on that Web page.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at www.ojp.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. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, 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.

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at $150,000, the application should address the considerations outlined in the Financial Guide.

d. Pre-Agreement Cost Approvals

For information on pre-agreement costs, see Section B. Federal Award Information.

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a current federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their 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. For the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the Financial Guide. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.

6. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

7. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

8. 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)
- For tribal applicants:
  - Tribal resolution filed with the SMART Office that documents the tribe's election to carry out the requirements of Applying for COSA in Indian Country jurisdictions.
  - Tribal Authorizing Resolution

Applicants proposing a collaborative effort should provide:

- Letter of cooperation, memorandum of understanding, or interagency agreement that documents the collaborative work of all involved agencies.

- To the extent the applicant contemplates working with Federal, state or local governments, letters of support or cooperation and/or a MOU that indicates that such entity is in agreement with and supportive of the proposed activities.

a. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The Federal or State funding agency
- The solicitation name/project name
- The point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

SAMPLE

Applicants should include the table as a separate attachment, with the file name "Disclosure of Pending Applications," to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.").

9. **Financial Management and System of Internal Controls Questionnaire**
   In accordance with 2 CFR 200.205, Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this form.

10. **Disclosure of Lobbying Activities**
    All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

How to Apply

Applicants must register in, and submit applications through Grants.gov, a "one-stop storefront" to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should 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 several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

The SMART Office strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (__)	Comma (,)	Semicolon (;)	Apostrophe (‘)
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign ($)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	**When using the ampersand (&) in XML, applicants must use the “&” format.**		

Grants.gov is designed to forward successfully submitted applications 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.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

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 a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating 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. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

2. **Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be

registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. **The information transfer from SAM to Grants.gov can take up to 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.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/web/grants/register.html.

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 an organization can have more than one AOR.

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 number for this solicitation is 16.203, titled *"*Promoting Evidence Integration in Sex Offender Management*,"* and the funding opportunity number is SMART-2015-4107.

6. **Submit a valid 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 two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

   Click here for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications
If an applicant submits multiple versions of the same application, the SMART Office will review only the most recent system-validated version submitted. See Note on File Names and File Types under How to Apply.

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov

Customer Support Hotline or the SAM Help Desk to report the technical issue and receive a tracking number. Then applicant must e-mail the SMART Office contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: SMART Office *does not* automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time
- Failure to follow Grants.gov instructions on how to register and apply as posted on its Web site
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology 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.gov/funding/Explore/CurrentFundingOpportunities.htm.

E. Application Review Information

Selection Criteria

1. Statement of the Problem (20%)
2. Project Design and Implementation (30%)
3. Capabilities and Competencies (30%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.[10] (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.

[10] Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant
- Applications must request funding within programmatic funding constraints (if applicable)
- Applications must be responsive to the scope of the solicitation
- Applications must include all items designated as "critical elements"
- Applicants will be checked against the General Services Administration's Excluded Parties List

For a list of critical elements, see "What an Application Should Include" under Section D. Application and Submission Information.

The SMART Office may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation's selection criteria. 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. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully. 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 under prior the SMART Office and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those 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, who may consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior the SMART Office and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices
OJP award notification will be sent from GMS. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements
If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its Solicitation Requirements page of the OJP Funding Resource Center.

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the OJP Funding Resource Center and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

- Standard Assurances

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements[11] with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

[11] *See generally* 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of Federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via Mandatory Award Terms and Conditions page of the OJP Funding Resource Center.

General Information about Post-Federal Award Reporting Requirements
Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative obligations of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For additional Federal Awarding Agency Contact(s), see the Title page.

For additional contact information for Grants.gov, see the Title page.

H. Other Information

Provide Feedback to OJP
To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

SMART FY 15 Promoting Evidence Integration in Sex Offender Management: Applying COSA in Indian Country Project Sites

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:
_____ Acquire a DUNS Number (see page 20)
_____ Acquire or renew registration with SAM (see page 20)
To Register with Grants.gov:
_____ Acquire AOR and Grants.gov username/password (see page 21)
_____ Acquire AOR confirmation from the E-Biz POC (see page 21)
To Find Funding Opportunity:
_____ Search for the Funding Opportunity on Grants.gov (see page 21)
_____ Download Funding Opportunity and Application Package (see page 21)
_____ Sign up for Grants.gov email notifications (optional) (see page 19)
_____ Read Important Notice: Applying for Grants in Grants.gov
After application submission, *receive Grants.gov email notifications that:*
_____ (1) application has been received,
_____ (2) application has either been successfully validated or rejected with errors (see page 21)
If no Grants.gov receipt, and validation or error notifications are received:
_____ contact the SMART Office regarding experiencing technical difficulties (see page 21)

General Requirements:

_____ Review the Solicitation Requirements in the OJP Funding Resource Center.

Scope Requirement:

_____The federal amount requested is within the allowable limit(s) of $250,000.

Eligibility Requirement:
Eligible applicants are federally recognized Indian tribal governments as determined by the Secretary of the Interior and/or tribes that are eligible under SORNA section 127 to carry out the functions of SORNA and have elected to do so.

What an Application Should Include:

_____ Application for Federal Assistance (SF-424) (see page 10)
_____ Project Abstract (see page 10)
_____ Program Narrative (see page 11)
_____ Budget Detail Worksheet (see page 16)
_____ Budget Narrative (see page 16)
_____ Employee Compensation Waiver request and justification (if applicable) (see page 8)

_____ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm (see page 9)

_____ Disclosure of Lobbying Activities (SF-LLL) (see page 19)

_____ Indirect Cost Rate Agreement (if applicable) (see page 17)

_____ Tribal Authorizing Resolution (if applicable) (see page 17)

_____ Applicant Disclosure of High Risk Status (see page 17)

_____ Additional Attachments: (see page 18)

- Project Timeline
- Position descriptions and resumes.

_____ Applicant Disclosure of Pending Applications (see page 18)

_____ Financial Management and System of Internal Controls Questionnaire (if applicable) (see page 19)