



Comprehensive Approaches to Sex Offender Management (CASOM)

FY 2006 Competitive Grant Announcement

ELIGIBILITY

State, local, and tribal jurisdictions are eligible to apply. Previous recipients of sex offender management implementation grants, including those from the Office of Justice Programs' Corrections Program Office or the Violence Against Women Office, are not eligible to apply for FY 2006 CASOM implementation grants.

DEADLINE

All applications are due by 8:00 p.m. eastern time on December 29, 2005.

FOR ASSISTANCE

CASOM Questions: Julius Dupree, BJA Policy Advisor, at 202-514-1928 or julius.dupree@usdoj.gov.

Technical Assistance: Grants.gov Customer Support Hotline at 1-800-518-4726.

ABOUT OJP

Since 1984 the U.S. Department of Justice's (DOJ) Office of Justice Programs (OJP) has provided federal leadership in developing the nation's capacity to prevent and control crime, improve the criminal and juvenile justice systems, increase knowledge about crime and related issues, and assist crime victims. Through the programs developed and funded by its bureaus and offices, OJP works to form partnerships among federal, state, and local government officials to control drug abuse and trafficking; reduce and prevent crime; rehabilitate neighborhoods; improve the administration of justice in America; meet the needs of crime victims; and address problems such as gang violence, prison crowding, juvenile crime, and white collar crime. OJP's senior management team—comprised of the Assistant Attorney General, the Deputy Assistant Attorney General, and the five bureau heads—works together with dedicated managers and line staff to carry out this mission.

ABOUT BJA

The Bureau of Justice Assistance (BJA), Office of Justice Programs, U.S. Department of Justice, supports law enforcement, courts, corrections, treatment, victim services, technology, and prevention initiatives that strengthen the nation's criminal justice system. BJA provides leadership, services, and funding to America's communities by emphasizing local control; building relationships in the field; developing collaborations and partnerships; promoting capacity building through planning; streamlining the administration of grants; increasing training and technical assistance; creating accountability of projects; encouraging innovation; and ultimately communicating the value of justice efforts to decision makers at every level.

ABOUT THE COMPREHENSIVE APPROACHES TO SEX OFFENDER MANAGEMENT PROGRAM

Funding of qualified applicants submitted under this competitive grant announcement is contingent on the availability and amount of FY 2006 funding for the Comprehensive Approaches to Sex Offender Management Program.

Authorized by 42 U.S.C. § 13941, the Comprehensive Approaches to Sex Offender Management (CASOM) Discretionary Grant Program assists state, local, and tribal jurisdictions in improving their adult and juvenile sex offender management policies and practices by critically examining existing approaches to managing the population; identifying significant gaps and needs; and developing strategies to address the needs.

For information and resources on sex offender management visit the Center for Sex Offender Management (CSOM) web site at www.csom.org/.

Award Categories

Eligible jurisdictions may submit a CASOM application in one of three categories:

CATEGORY I: IMPLEMENTATION GRANTS

For local jurisdictions and tribes. Implementation grants will be administered in two phases; up to 20 percent of grant funds may be applied to support Phase I activities, with remaining funds for Phase II.

Phase I: Assessment and Planning (Months 1-12)

- Establish multidisciplinary policy team.
- Identify processes, structures, and staff to conduct assessment.
- Collect and examine baseline data and information.
- Examine current policies and practices; identify strengths and gaps.
- Develop and submit implementation plan to BJA.

Phase II: Implementation (Months 13-24)

- Implement the approved plan.
- Design and implement a monitoring and evaluation plan for information collection and analysis.

- Build support for long-term sustainability.

CATEGORY II: TRAINING GRANTS

For states to provide training for probation and parole officers and other personnel who provide case management, supervision, or relapse prevention to released sex offenders. Training grants will be administered in two phases; up to 20 percent of grant funds may be applied to support Phase I activities, with remaining funds for Phase II.

Phase I: Assessment and Planning (Months 1-12)

- Establish multidisciplinary policy team.
- Identify processes, structures, and staff to conduct assessment.
- Collect and examine baseline data and information.
- Examine current policies and practices; identify strengths and gaps.
- Develop and submit implementation plan to BJA.

Phase II: Implementation (Months 13-24)

- Implement the approved plan.
- Design and implement a monitoring and evaluation plan for information collection and analysis.
- Build support for long-term sustainability.
- Conduct training programs throughout the state or region.

CATEGORY III: ENHANCEMENT GRANTS

For local jurisdictions and tribes. Enhancement grants must add a new or innovative strategy that can be used to assist other communities in building sex offender management best practices.

Eligibility

State, local, and tribal jurisdictions are eligible to apply. Previous recipients of sex offender management implementation grants, including those from the Office of Justice Programs' Corrections Program Office or the Violence Against Women Office, are not eligible to apply for FY 2006 CASOM implementation grants. Applicants must coordinate proposals with others in their area to ensure that agencies in a single jurisdiction do not compete against one another.

Amount and Length of Awards

Implementation grants to local jurisdictions and tribes with a population of 10,000 or less will be up to \$150,000. Implementation grants to local jurisdictions and tribes with a population of more than 10,000 will be up to \$250,000. Enhancement grants will be up to \$150,000. Training grants for states will be up to \$200,000. All CASOM awards will last for 24 months.

Match Requirement

A minimum 25 percent match is required for CASOM; 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.

Review Process

All applications will be peer reviewed. The BJA Director will then make award recommendations to OJP's Assistant Attorney General, who will make final determinations.

HOW TO APPLY

OJP is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Grants.gov, part of this initiative, is a "storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. This fiscal year, OJP is requiring that all discretionary grant programs be administered through Grants.gov.

Complete instructions can be found at www.ojp.usdoj.gov/BJA/grant/HowToApply.pdf. If you experience difficulties at any point during this process, please call the Grants.gov customer support hotline at 1-800-518-4726.

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application. Organizations should verify that they have a DUNS number or take the steps necessary to obtain one. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711.

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

ATTACHMENTS

Budget Detail Worksheet (Attachment 1)

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. Applicants may contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786 with any questions. Applicants must budget travel funds for 7-10 key members of the collaborative team to attend a 3-day BJA-sponsored technical assistance workshop.

Program Narrative (Attachment 2)

The program narrative must respond to the solicitation and the Selection Criteria (1 – 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 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: IMPLEMENTATION GRANTS

1. Need Statement (15 points)

Provide a description of the problems with sex offenders in the jurisdiction, including the challenges the jurisdiction faces, target population, and target community. Describe how the jurisdiction currently implements the four principles of a comprehensive approach to sex offender management: 1) description of current sex offender management policies and practice regarding investigation, prosecution, and adjudication; offender assessment; treatment; reentry; supervision; registration; and notification; 2) specialized knowledge of the population and strategies to manage offenders within and across disciplines; 3) victim-centered approach that ensures the interests of current and potential victims remain a primary focus of sex offender management strategies and involves victims and victim advocates in the process; and 4) program monitoring and evaluation strategy for analyzing performance and impact of sex offender management policies and procedures that includes how the jurisdiction collects data, the data elements being collected, and how they are being used to inform current practices.

2. Program Strategy and Design (25 points)

Illustrate what activities are proposed, especially in Phase I of the project. Describe the steps the team will take to assess and analyze its current sex offender management system. Outline the information that will be gathered and the strategies to be used to gather and analyze the information. Demonstrate how the team will actively participate in the assessment process; how it will gather and analyze data and information; and how it will develop, execute, monitor, and evaluate the implementation plan.

3. Management and Organizational Capability (15 points)

Describe the management structure and staffing of the project, identifying the public sector agency responsible for the project and the grant coordinator. Demonstrate the capability of the team and staff to implement the project, including gathering and analyzing information, developing a training plan, and evaluating the training programs. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the project work plan.

4. Collaboration (15 points)

Describe the collaborative team in place, including names, titles, and agencies. CASOM teams must include community corrections; institutional corrections; parole; law enforcement; judiciary; prosecution; criminal defense; sex offender treatment providers (institutional- and community-based); and nongovernmental victim advocacy. Include any other partners who will assist as needed in the project, or who have a stake in its outcomes, such as faith-based organizations. Indicate the length of time the team has been together, the nature of the work, the frequency of meetings, and achievements to date.

5. Budget (10 points)

Provide a budget that is allowable and reasonable (see Attachment 1).

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

Explain the team's understanding of and dedication to evaluating the program's implementation plan. Identify goals and objectives for program development, implementation, and outcomes. Describe how performance will be documented, monitored, and evaluated, including how the impact of the strategies implemented will be determined. Outline what will be learned through the monitoring and evaluation process and what data will be collected. Describe how evaluation and collaborative partnerships will be leveraged to build long-term support and resources for the program.

SELECTION CRITERIA: TRAINING GRANTS

1. Need Statement (25 points)

Provide a description of the problems with sex offenders in the jurisdiction, including the challenges the state faces, target population, and target community. Describe how the state currently implements the four principles of a comprehensive approach to sex offender management: 1) description of current sex offender management policies and practice regarding investigation, prosecution, and adjudication; offender assessment; treatment; reentry; supervision; registration; and notification; 2) specialized knowledge of the population and strategies to manage offenders within and across disciplines; 3) victim-centered approach that ensures the interests of current and potential victims remain a primary focus of sex offender management strategies and involves victims and victim advocates in the process; and 4) program monitoring and evaluation strategy for analyzing performance and impact of sex offender management policies and procedures that includes how the jurisdiction collects data, the data elements being collected, and how they are being used to inform current practices.

2. Program Strategy and Design (25 points)

Illustrate what activities are proposed and describe the steps the team will take to assess and analyze its current sex offender management system. Outline the information that will be gathered and the strategies to gather and analyze the information. Demonstrate how the team will actively participate in the assessment process; how it will gather and analyze data; and how it will develop, execute, and evaluate the training plan. Discuss follow up after training events.

3. Management and Organizational Capability (20 points)

Describe the management structure and staffing of the project, identifying the public sector agency responsible for the project and the grant coordinator. Demonstrate the capability of the team and staff to implement the project, including gathering and analyzing information, developing a training plan,

and evaluating the training programs. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the project work plan.

4. Collaboration (10 points)

Describe the collaborative team in place, including names, titles, and agencies. CASOM teams must include community corrections; institutional corrections; parole; law enforcement; judiciary; prosecution; criminal defense; sex offender treatment providers (institutional- and community-based); and nongovernmental victim advocacy. Include any other partners who will assist as needed in the project, or who have a stake in its outcomes, such as faith-based organizations. Indicate the length of time the team has been together, the nature of the work, the frequency of meetings, and achievements to date.

5. Budget (10 points)

Provide a budget that is allowable and reasonable (see Attachment 1).

6. Evaluation (10 points)

Explain the team's understanding of and dedication to evaluating the training program(s). Identify goals and objectives for training programs, and the intended impact of the trainings. Discuss how the training programs will be evaluated; what will be learned through the evaluation process, and what data will be collected.

SELECTION CRITERIA: ENHANCEMENT GRANTS

1. Need Statement (30 points)

Provide a detailed description of the problems with sex offenders in the jurisdiction, including the challenges the jurisdiction faces and issues requiring enhancement, target population, and target community. Describe how the jurisdiction currently implements the four principles of a comprehensive approach to sex offender management: 1) description of current sex offender management policies and practice regarding investigation, prosecution, and adjudication; offender assessment; treatment; reentry; supervision; registration; and notification; 2) specialized knowledge of the population and strategies to manage offenders within and across disciplines; 3) victim-centered approach that ensures the interests of current and potential victims remain a primary focus of sex offender management strategies and involves victims and victim advocates in the process; and 4) program monitoring and evaluation strategy for analyzing performance and impact of sex offender management policies and procedures that includes how the jurisdiction collects data, the data elements being collected, and how they are being used to inform current practices.

2. Program Strategy and Design (30 points)

Illustrate what activities are proposed to enhance current efforts. Describe the enhancement strategy in detail, including what will be done, how it will be done, and how the strategy will address the area of need. Describe what specific improvements and outcomes will be accomplished.

3. Management and Organizational Capability (10 points)

Describe the management structure and staffing of the project, identifying the public sector agency responsible for the project and the grant coordinator. Demonstrate the capability of the team and staff to implement the project, including gathering and analyzing information, developing a training plan, and evaluating the training programs. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the project work plan.

4. Collaboration (5 points)

Describe the collaborative team that is in place to conduct the work. List all current or proposed team members, including names, titles, and agencies. Indicate the length of time the team has been together, the nature of the work, the frequency of meetings, and achievements to date.

5. Budget (10 points)

Provide a budget that is allowable and reasonable (see Attachment 1).

6. Performance, Evaluation, and Sustainability (15 points)

Explain the team’s understanding of and dedication to evaluating the enhancement strategy. Identify goals and objectives, and the intended impact of the strategy. Discuss how the strategy will be evaluated; what will be learned through the evaluation process, and what data will be collected.

PERFORMANCE MEASURES

To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this solicitation notifies applicants that they are required to collect and report data which measures the results of the programs implemented with this grant. To ensure accountability of this data for which OJP is responsible, the following performance measures are provided:

PROGRAM GOAL	PERFORMANCE MEASURES	DATA TO BE PROVIDED BY GRANTEES
Ensure victim and community safety.	<p>Outcome Measures for implementation and enhancement grants:</p> <p>Percent of sex offenders completing the treatment plan as prescribed.</p> <p>Percent of offenders arrested for new offenses.</p> <p>Output Measures for implementation and enhancement grants:</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>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>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>

	Number of offenders attaining appropriate and stable housing.	Progress reporting on the various outcomes of these cases. Total number of offenders currently in the program that have attained or retained appropriate and stable housing.
Ensure victim and community safety.	<p>Outcome Measures for training grants:</p> <p>Percent of sex offenders in the state that are part of a sex offender specialized caseload or unit.</p> <p>Output Measures for training grants:</p> <p>Total number of community supervision personnel throughout the state who received sex offender management training during the reporting period.</p>	<p>Total number of sex offenders in the state who were under community supervision prior to the grant period.</p> <p>Total number of sex offenders in the state who are under community supervision during the reporting period.</p> <p>Total number of sex offenders in the state that are part of specialized sex offender caseload or units, supervised by trained sex offender management personnel, during the reporting period.</p> <p>Total number of community supervision personnel throughout the state who received sex offender management training during the reporting period.</p>

SUBMISSION DEADLINE

Applications for the CASOM program are due by 8 p.m. eastern time on December 29, 2005. Faxed or mailed applications or supplemental materials will not be accepted.

ADDITIONAL INFORMATION

Successful applicants must agree to comply with certain requirements prior to receiving grant funding, including Civil Rights Compliance, Anti-Lobbying Act, Funding to Faith-Based and Community Organizations (if applicable), Information Technology Compliance (if applicable), Confidentiality and Human Subjects Protection (if applicable), and the National Environmental Policy Act (if applicable). For more information, go to www.ojp.usdoj.gov/BJA/grant/OtherReq.pdf.

The OJP *Financial Guide*, which governs the administration of funds, 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.

For general information about BJA programs, training, and technical assistance, contact BJA at 202-616-6500 or toll free at 1-866-859-2687, or visit the BJA home page at www.ojp.usdoj.gov/BJA.

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

For technical assistance with submitting the application, call the Grants.gov customer support hotline at 1-800-518-4726.