



The [U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance](#) is pleased to announce that it is seeking applications for funding under the Comprehensive Approaches to Sex Offender Management Program. This program furthers the Department's mission by assisting state and local jurisdictions in establishing comprehensive strategies to manage sex offenders under community supervision.

## Comprehensive Approaches to Sex Offender Management (CASOM) Program FY 2007 Competitive Grant Announcement

### Eligibility

Applicants are limited to state, local, and tribal jurisdictions. Applicants must coordinate proposals with others in their area to ensure that agencies in a single jurisdiction do not compete against one another.

(See "Eligibility," page 1.)

### Deadline

All applications are due by 8:00 p.m. e.t. on December 7, 2006.

(See "Deadline: Applications," page 1)

### Contact Information

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

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

**Grants.Gov number assigned to announcement: BJA-2007-1453**

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# Comprehensive Approaches to Sex Offender Management Program CDFA #16.203

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

Authorized by 42 U.S.C. § 13941 and the Department of Justice's annual Appropriations Act, the Comprehensive Approaches to Sex Offender Management (CASOM) 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.

### Deadline: Registration

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

### Deadline: Applications

The due date for applying for funding under this announcement is 8:00 p.m. e.t. on December 7, 2006.

### Eligibility

State, local, and tribal jurisdictions are eligible to apply. Applicants must coordinate proposals with others in their area to ensure that agencies in a single jurisdiction do not compete against one another.

### CASOM-Specific Information

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

The CASOM Program assists state, local, and tribal jurisdictions in improving their adult and 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/](http://www.csom.org/).

### **Award Categories**

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

#### **CATEGORY I: PLANNING GRANTS**

For local jurisdictions and tribes to conduct planning activities for probation and parole officers and other personnel who provide case management, supervision, or relapse prevention services to released sex offenders or are responsible for sex offender registry compliance, use of electronic monitoring/tracking equipment, or oversee technology related to sex offender management. Applicants are encouraged to develop collaborative proposals with other local and state agencies. Grant recipients must complete the following activities under this category:

- Establish multidisciplinary policy team.
- Collect and examine baseline data and information.
- Examine current legislation, policies, and practices; identify strengths and gaps.

#### **CATEGORY II: TRAINING GRANTS**

For states, local jurisdictions, and tribes to develop training for probation and parole officers and other personnel who provide case management, supervision, or relapse prevention services to released sex offenders or are responsible for sex offender registry compliance, use of electronic monitoring/tracking equipment, or oversee technology related to sex offender management.

Training grant recipients must submit a training plan to the Bureau of Justice Assistance (BJA) for review and approval and design and implement a monitoring and evaluation plan for information collection and analysis. Training activities should entail one or more of the following:

- Statewide meetings of field staff and others to plan effective supervision strategies.
- Training on the use of monitoring equipment and other technologies.
- Training on effective supervision and monitoring strategies.
- Training on sex offender registry and compliance laws, policies, and procedures.
- Training on compliance with recent legislative changes (within 5 years).

#### **CATEGORY III: IMPLEMENTATION AND/OR ENHANCEMENT GRANTS**

For local jurisdictions and tribes. Jurisdictions may apply for funding to complete implementation and/or enhancement activities. Jurisdictions that have completed implementation activities through previous efforts and are ready to focus on enhancement efforts must demonstrate readiness in the Program Narrative section of the application. Applicants focused more on implementation activities must complete the following *Implementation Activities* and may address *Enhancement Activities* as outlined below. Applicants focused more on enhancement activities must address progress related to *Implementation Activities* as part of the application and complete *Enhancement Activities* as described below:

##### *Implementation Activities*

- Establish a multidisciplinary policy team.
- Identify processes, structures, and staff to implement a sex offender management program.
- Collect and examine baseline data and information.
- Examine current legislation, policies, and practices; identify strengths and gaps.

- Develop and submit an implementation plan to BJA.
- Implement the approved plan.
- Design and implement a monitoring and evaluation plan for information collection and analysis.
- Build support for long-term sustainability.

#### *Enhancement Activities*

- Add a new or innovative strategy(ies) to build on existing or new sex offender management practices and address recently enacted legislation (within 5 years) that addresses sex offender registration and compliance issues, equipment, and technology issues (e.g., GPS, electronic monitoring, and case management), and supervision issues. Include a summary of the recently enacted legislation as part of the grant application.
- Design and implement a monitoring and evaluation plan for information collection and analysis.

#### **Amount and Length of Awards**

Planning grants will be up to \$50,000. Training grants will be up to \$50,000. Implementation and/or enhancement grants to local jurisdictions and tribes with a population of 10,000 or less will be up to \$150,000. Implementation and/or enhancement grants to local jurisdictions and tribes with a population of more than 10,000 will be up to \$250,000. All CASOM awards will be made for a period of up to 24 months.

#### **Match Requirement**

A grant made under this program may not cover more than 75 percent of the total costs of the project being funded. The applicant must identify the source of the 25 percent non-federal portion of the budget and how match funds will be used. Applicants may satisfy this match requirement with either cash, in-kind services, or a combination. The formula for calculating match is:

$\frac{\text{Award amount}}{\text{Federal Share}} = \text{Adjusted Project Costs} \times \text{Recipient's Share} = \text{Required Match}$

**Example:** For a federal award amount of \$350,000, match would be calculated as follows:

$$\frac{\$350,000}{75\%} = \$466,667 \times 25\% = \$116,667 \text{ match}$$

#### **Performance Measures**

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

Program Goals	Performance Measures	Data Grantee Provides
<p>Ensure victim and community safety.</p>	<p><b>Outcome Measures for implementation grants:</b></p> <p>Percent of sex offenders completing the treatment plan as prescribed.</p> <p>Percent of offenders arrested for new offenses.</p> <p><b>Output Measures for implementation grants:</b></p> <p>Number of clients assessed.</p> <p>Number of sex offender management plans developed.</p> <p>Number of clients receiving services.</p> <p>Percentage of offenders attaining appropriate and stable housing.</p>	<p>Total number of sex offender management plans closed out during the reporting period as being completed as prescribed.</p> <p>Total number of sex offender management plans closed out during the reporting period as being discontinued or otherwise not completed as prescribed.</p> <p>Total number of program-managed sex offenders arrested for new offenses (excluding technical violations of probation or parole) during the reporting period.</p> <p>Total number of program-managed sex offenders arrested 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 offenders having assessments completed during the reporting period.</p> <p>Total number of sex offenders having management plans developed during the reporting period.</p> <p>Total number of offenders receiving any service offered under the program's strategy.</p> <p>Total number of cases actively managed during the reporting period.</p> <p>Total number of offenders currently in the program that have attained or retained appropriate and stable housing.</p> <p>Total number of offenders currently in the program that have not attained or retained appropriate and stable housing.</p>

	<p>Percentage of offenders under electronic monitoring or other tracking technology while on supervision.</p> <p>Percentage of offenders who successfully complete the electronic monitoring/technology phase of supervision.</p> <p>Percentage of offenders registered in the sex offender registry while on supervision.</p>	<p>Total number of offenders who are placed on electronic monitoring or other technology while on supervision.</p> <p>Total number of offenders who successfully completed the electronic monitoring/technology phase of supervision.</p> <p>Total number of offenders who do not complete the electronic monitoring/technology phase of supervision.</p> <p>Total number of offenders who are registered while on supervision.</p> <p>Total number of offenders who re-register while on supervision to be in compliance.</p> <p>Total number of offenders who not comply with registry requirements.</p>
<p>Ensure victim and community safety.</p>	<p><b>Outcome Measures for training/planning grants:</b></p> <p>Percent of sex offenders in the state that are part of a sex offender specialized caseload or unit.</p> <p><b>Output Measures for training/planning grants:</b></p> <p>Total number of community supervision personnel or other staff throughout the state who participated in planning activities or 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 or other staff throughout the state who participated in planning activities during the reporting period.</p> <p>Total number of community supervision personnel or other staff throughout the state who received sex offender management training during the reporting period.</p>

## How To Apply

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

**Grants.gov Instructions:** Complete instructions can be found at [www.grants.gov](http://www.grants.gov). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at 1-800-518-4726.

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.203, titled “Sex Offender Management Discretionary Grant,” and the funding opportunity number is BJA-2007-1453.

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

## What an Application Must Include

### Standard Form 424

#### **Program Abstract and Narrative (Attachment 1)**

**Program Abstract:** Applicants must provide an abstract that clearly identifies the funding category (i.e., Category I: Planning; Category II: Training; or Category III: Implementation and/or Enhancement); the scope of the proposed work (e.g., implementation activities, enhancement activities, or a combination, etc.); the amount of federal funding requested; and how the applicant plans to address the problem. Applications will be grouped and reviewed along with other applicants that are in similar stages of development (i.e., applications focusing more on implementation activities will not be reviewed with applications focusing more on enhancement activities). The abstract must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 1 page.

**Program Narrative:** The program narrative must respond to the solicitation and the Selection Criteria (1-3 and 5) in the order given. Submissions that do not adhere to the format will be deemed ineligible. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 20 pages. Please number pages “1 of 20,” “2 of 20,” etc.

#### **Budget and Budget Narrative (Attachment 2)**

Applicants must provide a budget that is complete and allowable. Applicants must submit a budget worksheet and budget narrative in one file. A fillable budget detail worksheet form is available on OJP's web site at [www.ojp.usdoj.gov/Forms/budget\\_fillable.pdf](http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf). Applicants must



budget travel funds for 7-10 key members of the collaborative team to attend a 3-day BJA-sponsored technical assistance workshop.

### **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: Planning Grants**

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

Provide a description of the problems with sex offenders in the jurisdiction, including the challenges the jurisdiction faces related to the target population, recently enacted legislation, use of electronic monitoring tools and other technology, lack of training, sex offender registry and compliance issues, and supervision of offenders in the community. Describe how the jurisdiction currently implements the four principles of a comprehensive approach to sex offender management: 1) description of current sex offender management policies and practice regarding investigation, prosecution, and adjudication; offender assessment; treatment; reentry; supervision; electronic monitoring; registration; and notification; 2) specialized knowledge of the 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.

Proposed planning should include field staff and others who are responsible for carrying out effective supervision strategies, using electronic monitoring equipment and other technologies in the supervision of sex offenders, and may have responsibility for sex offender registry and compliance matters.

### **2. Program Design and Implementation (50 points)**

**Program Strategy and Design (40 points):** Illustrate what activities are proposed for the planning components and describe the steps the team will take to assess and analyze its current sex offender management system. Outline the information that will be gathered and the strategies to gather and analyze the information. Demonstrate how the team will actively participate in the assessment process, and how it will gather and analyze data. Discuss follow-up after the planning effort.

**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.

**3. Capabilities/Competencies (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. Budget (10 points)**

Provide a budget that is allowable and reasonable (see Attachment 2).

**5. Impact/Outcomes (15 points)**

Identify goals and objectives for the planning effort and identify the intended impact of the planning effort. Discuss what will be learned through the planning process and what data will be collected.

## **Selection Criteria: Training Grants**

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

Provide a description of the problems with sex offenders in the jurisdiction, including the challenges the state faces related to the target population, recently enacted legislation, use of electronic monitoring tools and other technology, lack of training, sex offender registry and compliance issues, and supervision of offenders in the 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; electronic monitoring; 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.

Proposed training should include field staff and others who are responsible for carrying out effective supervision strategies, using electronic monitoring equipment and other technologies in the supervision of sex offenders, and may have responsibility for sex offender registry and compliance matters.

**2. Program Design and Implementation (50 points)**

**Program Strategy and Design (40 points):** Illustrate what activities are proposed for the training components and describe the steps the team will take to assess and analyze its current sex offender management system. Outline the information that will be gathered and the strategies to gather and analyze the information. Demonstrate how the team will actively participate in the assessment process; how it will gather and analyze data; and how it will develop, execute, and evaluate the training. Discuss follow-up after training events.

**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.

**3. Capabilities/Competencies (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. Budget (10 points)**

Provide a budget that is allowable and reasonable (see Attachment 2).

**5. Impact/Outcomes and Evaluation (15 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: Implementation and/or Enhancement Grants**

**1. Statement of the Problem (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.

Provide a description of recently enacted legislation (within 5 years) that addresses sex offender registration and compliance issues, equipment and technology issues, and supervision issues. Describe the challenges the jurisdiction faces due to the legislation and how the challenges will be addressed through the new or innovative strategy(ies) that will be funded through the grant.

## **2. Program Design and Implementation (50 points)**

**Implementation and/or Enhancement Strategy (40 points):** Illustrate what activities are proposed for 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 or has been gathered and the strategies to be used or have been used to gather and analyze the information. Demonstrate how the team will or has actively participate(d) in the assessment process; how it will gather and analyze data and information; and how it will develop, execute, monitor, and evaluate the implementation and/or enhancement strategy.

Describe the activities proposed to address the challenges the jurisdiction faces in complying with recently enacted legislation. Describe the steps the team will take to develop a strategy(ies), policy(ies), and procedure(s) that will allow it to be in compliance.

**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.

## **3. Capabilities/Competencies (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. Budget (10 points)**

Provide a budget that is allowable and reasonable (see Attachment 2).

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

Explain the team's understanding of and dedication to evaluating the program's implementation and enhancement plans. 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 and/or enhancement 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.

## **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.

## **Additional Requirements**

- Civil Rights compliance.

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

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