

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



Solicitation Title: SMART FY 2024 Support for Adam Walsh Act Implementation Grant Program

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Step 1: Application Grants.gov Deadline: 11:59 p.m. Eastern Time on May 16, 2024

Step 2: Application JustGrants Deadline: 5:00 p.m. Eastern Time on May 30, 2024

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Synopsis

Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking](#) (SMART Office) seeks applications for funding under the SMART FY 2024 Support for Adam Walsh Act Implementation Grant Program. This program furthers DOJ's mission by assisting states, the District of Columbia, principal U.S. territories and certain federally recognized Indian Tribes with implementation and ongoing maintenance of requirements under the Adam Walsh Child Protection and Safety Act of 2006, specifically Subtitle A of Title I of the Sex Offender Registration and Notification Act (SORNA).

OJP is committed to advancing work that promotes civil rights and equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, the SMART Office seeks to assist jurisdictions with developing and enhancing programs designed to implement SORNA requirements. SORNA requires all states, the District of Columbia, the principal U.S. territories and participating federally recognized Indian Tribes to maintain a sex offender registry; and sex offenders to register and maintain a current registration in each jurisdiction where the individual lives, works or goes to school.

SORNA also sets forth requirements regarding what jurisdictions must include in their sex offender registries, and what information sex offenders and sex offender registries must provide. For more specific information about SORNA substantial implementation, the National Guidelines and Supplemental Guidelines on Sex Offender Registration and Notification, the Supplemental Juvenile Registration Guidelines, and Attorney General Rules, visit the SMART Office's [SORNA guidance](#).

This program furthers DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

Eligibility

- State governments
- Federally recognized Indian tribal governments (as determined by the Secretary of the Interior) that are eligible per 34 U.S.C. § 20929 to carry out the functions of SORNA and have elected to do so.
- Other – other eligible applicants are limited to jurisdictions that are defined by SORNA as states, the District of Columbia and the principal U.S. territories.

Each jurisdiction may submit only one application. The SMART Office will consider applications under which two or more jurisdictions (project partners) would administer the federal award; however, only one jurisdiction may be the applicant for the solicitation. Additional jurisdictions may be proposed as subrecipients (subgrantees). Jurisdictions may be proposed as a subrecipient (subgrantee) in more than one application. See the [information on subawards](#) section of the Grant Application Resource Guide for additional details.

Agency Contact Information

For assistance with any other requirements of this funding opportunity, contact the SMART Office at 202-514-4689 or at AskSMART@usdoj.gov.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the “How To Apply” section, [Experiencing Unforeseen Technical Issues](#).

For assistance with submitting the [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or support@grants.gov. The Grants.gov Support Hotline is open 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

Pre-Application Information Session

The SMART Office will provide information on a solicitation webinar on smart.ojp.gov after the solicitation is released. The webinar will provide a detailed overview of the solicitation and its requirements. The SMART Office encourages interested applicants to watch the webinar after reading the solicitation carefully. Any remaining questions may be submitted to AskSMART@usdoj.gov with the subject line: “Questions for FY 2024 AWA Grant Solicitation.”

Application Submission Information

Registration

Before submitting an application, an applicant must have a registration in the [System for Award Management \(SAM.gov\)](#).

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the [Submission Dates and Time](#) section for the Grants.gov and JustGrants application deadlines.

Step 1: The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See the [Submission Dates and Time](#) section for application deadlines.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants application deadline. See the [Submission Dates and Time](#) section for application deadlines.

Program Description

Program Description Overview

With this solicitation, the SMART Office seeks to assist jurisdictions with developing and enhancing programs designed to implement SORNA requirements. SORNA requires all states, the District of Columbia, the principal U.S. territories and participating federally recognized Indian Tribes to maintain a sex offender registry; and sex offenders to register and maintain a current registration in each jurisdiction where the individual lives, works or goes to school.

SORNA also sets forth requirements regarding what jurisdictions must include in their sex offender registries, and what information sex offenders and sex offender registries must provide. For more specific information about SORNA substantial implementation, the National Guidelines and Supplemental Guidelines on Sex Offender Registration and Notification, the Supplemental Juvenile Registration Guidelines, and Attorney General Rules, visit the SMART Office's [SORNA guidance](#).

Statutory Authority

Adam Walsh Child Protection and Safety Act, 34 U.S.C. § 20901 et seq.

Specific Information

The AWA Implementation Grant Program assists jurisdictions with developing and enhancing programs designed to implement SORNA requirements. SORNA requires all states, the District of Columbia, the principal U.S. territories and participating federally recognized Indian Tribes to maintain a sex offender registry and sex offenders to register and maintain a current registration in each jurisdiction where the individual lives, works or goes to school. SORNA also provides requirements regarding what jurisdictions must include in their sex offender registries and what information sex offenders and sex offender registries must provide, including participation in the Dru Sjojin National Sex Offender Public Website ([NSOPW.gov](#)), and interjurisdictional information exchange and advance notice of offenders traveling internationally. For more specific information about SORNA substantial implementation, the National Guidelines and Supplemental Guidelines on Sex Offender Registration and Notification, the Supplemental Juvenile Registration Guidelines, and Attorney General Rules, visit the SMART Office's [SORNA guidance](#).

Solicitation Goals and Objectives

To further its mission, the SMART Office is seeking proposals to facilitate, enhance, and maintain jurisdictional implementation of SORNA. The SMART Office is interested in applications that propose tasks that support specific strategies and projects to develop and/or enhance efforts or programs designed to implement or maintain SORNA standards.

Goals

Under the Adam Walsh Act Implementation Grant Program, the SMART Office funds projects that assist jurisdictions in implementing SORNA. The program works to improve sex offender registry systems to support and maintain implementation of SORNA's standards.

The goals of the Adam Walsh Act Implementation Grant Program are to:

- facilitate, enhance, and maintain jurisdictional implementation of SORNA;
- provide training and technical assistance to jurisdictions implementing SORNA; and

- allow for easier information sharing and access to registry information among states, Tribes, territories, and the District of Columbia.

Objectives

The objective of the Adam Walsh Act Implementation Grant Program is to provide support to states, Tribes, territories and the District of Columbia in their efforts to enhance, maintain or implement SORNA standards. The Goals, Objectives, Deliverables and Timeline web-based form provides the ability for an applicant to identify how their proposed program/project will meet this objective.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the [How to Apply section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form.](#)

Federal Award Information

Awards, Amounts, and Durations

Anticipated Number of Awards: 60

Anticipated Maximum Dollar Amount per Award: up to \$600,000

Period of Performance Start Date: October 1, 2024

Period of Performance Duration (Months): 36

Anticipated Total Amount To Be Awarded Under This Solicitation: \$16,500,000

Additional Information: The SMART Office will review all applications to determine whether the proposed activities will significantly increase a jurisdiction's ability to either obtain SORNA Implementation status, or whether the funds are directly relevant to a jurisdiction's ability to sustain SORNA Implementation. To receive the higher funding level, an applicant must propose/outline innovative concepts and practices to achieve these goals.

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Type of Award

OJP expects to make awards under this funding opportunity as grants. See the "[Administrative, National Policy, and Other Legal Requirements](#)" section of the [Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

Cost Sharing or Matching Requirement

This funding opportunity does not require a match.

Eligibility Information

Tribal applicants must demonstrate eligibility status by indicating that the Tribe has elected to carry out the requirements of SORNA (see 34 U.S.C. § 20911(10)) and has not had its registration duties under SORNA delegated since that election. Tribes that have elected to carry out the requirements of SORNA should submit a tribal resolution that documents the Tribe's election to do so.

The SMART Office will prioritize funding to the following: 1) state, Tribal and territorial applicants that have [already substantially implemented SORNA](#); 2) Tribal applicants that have submitted a SORNA substantial implementation package to the SMART Office for review, or submitted a request for additional time to implement SORNA; 3) Tribal applicants that have not implemented SORNA, but whose SORNA registration activities have not been delegated to the state, if the requested funds will be used to assist the Tribe with progressing toward substantial implementation; 4) state applicants that have not implemented SORNA, but whose application request is for activities that will be used to further their efforts to implement SORNA; and 5) jurisdictions that have not previously received funding under this program.

For the purposes of this notice of funding opportunity, "state" means any state of the United States, as well as the District of Columbia. "Territory" means the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

How To Apply

Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov [“How to Apply for Grants”](#)
2. OJP [“How To Apply”](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

How To Apply

Registration

Before submitting an application, all applicants must register with the [System for Award Management](#) (SAM). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

Step 1: After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommend not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://justgrants.usdoj.gov) by the JustGrants deadline.

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants

deadline to prepare all the requirements of the application. Applicants may save their progress in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the “[How To Apply](#)” section in the [Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Times

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by 11:59 p.m. eastern time, May 16, 2024.

The **full application** must be submitted in JustGrants by 5 p.m. eastern time, May 30, 2024.

To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented submission of the application on time.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov: contact the [SAM.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 p.m. ET at 866-606-8220.
- Grants.gov: contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants: contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the SMART Office at AskSMART@usdoj.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the SMART Office at AskSMART@usdoj.gov within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to AskSMART@usdoj.gov must —

- describe the technical difficulties experienced (provide screenshots if applicable);
- include a timeline of the applicant’s submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded);
- include an attachment of the complete grant application and all the required documentation and materials;
- include the applicant’s Unique Entity Identifier (UEI); and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information listed above), or that does not submit a waiver request within the required time period, will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [Application Resource Guide](#).

Application and Submission Information

Content of Application Submission and Available Surveys

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)

If OJP determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

Content of the SF-424 in Grants.gov

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

Intergovernmental Review: This funding opportunity **is not** subject to [Executive Order \(E.O.\) 12372](#). In completing the SF-424, an applicant should answer question 19 by selecting “Program is not covered by E.O. 12372.”

Content of the JustGrants Application Submission

Entity and User Verification (First Time Applicant)

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

Standard Applicant Information

The “Standard Applicant Information” section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project—including its purpose, primary activities, expected outcomes, a description of the jurisdiction and beneficiaries of the funding, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

Data Requested With Application

The following application elements should be submitted in the web-based forms in JustGrants.

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the questionnaire.

Application Goals, Objectives, Deliverables, and Timeline Web-Based Form

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

- **Goals:** The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project's desired results. The included timelines and should be clearly linked to the goals.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible or intangible—that are documented and completed within the scope of a project. Deliverables include timelines toward completion.

Deliverables Expected by Successful Applicants

Deliverables should specifically relate to the solicitation's program description. The deliverables should be tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community).

Program objectives and deliverables should be included in one timeline.

State and Territorial Jurisdictions That Have Substantially Implemented SORNA

For state and territorial jurisdictions that have substantially implemented SORNA, the application must demonstrate how the proposed activities will maintain or enhance the jurisdiction's implementation of SORNA.

For state and territorial jurisdictions that have substantially implemented SORNA and are applying for **more than \$250,000**, the application must explain how the proposed project **will advance the jurisdiction's implementation of SORNA**. As examples, applicants can propose strategies to increase their in-person verification frequency or the amount of registration information they collect, or to enhance intra- and inter-jurisdictional information sharing (including with the National Sex Offender Public Website).

State and Territorial Jurisdictions That Have Not Yet Substantially Implemented SORNA

For state and territorial jurisdictions that have not yet substantially implemented SORNA, the application must explain how the proposed project will bring the jurisdiction closer to implementation by addressing one or more deficiencies identified in the SMART Office's most recent SORNA substantial implementation review for the jurisdiction, or how the proposed project will advance aspects of its registration and notification program that will enhance SORNA implementation.

For state and territorial jurisdictions that have not yet substantially implemented SORNA and are applying for **more than \$250,000**, the application must provide describe a detailed project that will address one or more of the deficiencies in the jurisdiction's SORNA implementation.

Tribal Jurisdictions

For Tribal jurisdictions that have substantially implemented SORNA, the application must demonstrate how the proposed activities will maintain or enhance the jurisdiction's implementation of SORNA.

For Tribal jurisdictions that have not yet substantially implemented SORNA, applicants must have received a SORNA substantial implementation review by the SMART Office, submitted a substantial implementation package for review, or requested and received a "reasonable time" extension from the SMART Office for such review to be conducted.

For Tribal jurisdictions that are applying for **more than \$250,000**, the application must explain how the proposed project **will advance the jurisdiction's implementation of SORNA**.

Special consideration will be given to Tribal jurisdictions administering a registration program on behalf of multiple Tribal jurisdictions, multiple tribal police departments, agencies and/or districts; and Tribal jurisdictions impacted by Supreme Court decisions resulting in a sudden significant increase in the number of individuals required to register as sex offenders in their jurisdiction.

Application and Award Guidelines for All Applicants

Applicants may find the most recent Substantial Implementation Review for their jurisdiction by going to: <https://smart.ojp.gov/sorna/sorna-implementation-status>.

For all jurisdictions that request **more than \$250,000**, the proposed activities must demonstrate a clear plan to implement or enhance SORNA compliance through activities that include more than digitization projects, personnel and other routine expenses, overtime, maintenance of current registration and notification activities and/or contracted services or software or for the purposes of obtaining a vendor for these purposes.

Jurisdictions may apply for up to \$600,000. A successful application in that amount will clearly show a connection between the proposed activities and further implementation of SORNA's requirements.

Deliverables

Applicants should propose tasks that support specific strategies and projects to develop and/or enhance efforts or programs designed to implement or maintain SORNA standards. For instance, an applicant might propose to —

- Improve the efficiency of the systems involved in responding to searches from NSOPW to strengthen the capability to respond to significantly more search requests, including bandwidth enhancements, database optimization, architectural changes, and web services improvements.
- Draft legislation and develop administrative materials (such as policies, procedures, or processing forms) that address SORNA's requirements, including legal support for the implementation of these requirements.
- Provide support for coordinated interagency efforts to maintain or enhance implementation of SORNA requirements.
- Develop or improve law enforcement and other criminal justice agency information sharing within the jurisdiction, as well as between jurisdictions.

- Implement records management projects, such as converting paper documents to digital format as required by SORNA.
- Develop or improve information sharing between the jurisdiction's sex offender registry officials and other jurisdiction entities (such as correctional facilities or motor vehicle departments) to improve the accuracy of information about registered sex offenders.
- Develop and conduct training, including safety training, for law enforcement and other criminal justice agency personnel responsible for sex offender registration, monitoring or management, community notification, or failure-to-register case investigation.
- Enhance registration verification strategies, collaborating with other jurisdictions and agencies on absconder investigations, and expanding community education and prevention programs related to sex offender registration, notification, or management.
- Implement and enforce SORNA's 21-day advance notice of international travel requirement.
- Address the jurisdiction's most recent FBI Criminal Justice Information Service (CJIS) National Sex Offender Registry (NSOR) Audit findings related to accuracy, completeness, timeliness, and verification of sex offender records to include correcting and improving programming issues within a registry's framework of transmitting sex offender data to NSOR.
- Refine the jurisdiction's infrastructure to assist with implementation of SORNA, such as the collection, storage, or analysis of sex offender biometric data (finger and palm prints) and the submission of such data and DNA to state or FBI laboratories.
- Develop, improve, or maintain registration and notification functions and activities, including developing community education programs on sexual offending and offender management topics (e.g., promoting an understanding of the jurisdiction's sex offender registration, notification, treatment and community supervision strategies; safety planning; and sexual offense elements and statistics).
- Develop or improve collaboration with other organizations and entities within a state or territory, including victim services agencies, courts, probation offices, schools and other relevant entities. An application to fund a collaborative approach or project must include supporting documentation from the included Tribal organizations, where applicable, detailing how the collaboration will work. The application should also detail how such strategies will sustain and support the Tribe's sex offender registration and notification program.
- Develop or improve inter-jurisdictional cooperation (e.g., between Tribes and states), including information-sharing infrastructure enhancement to assist SORNA implementation, such as the collection, storage, submission, or analysis of sex offender biometric data (finger and palm prints).
- Provide an overview of the project for possible opportunities to share strategies and activities with the larger field of sex offender registration jurisdictions. This may include participating in a conference, workshop, or symposium panel, presenting during a webinar, writing a report, or participating in an interview or survey to be used for future project planning or to be released to the public via SMART platforms or social media.

Note: Award recipients will be expected to promptly comply with requests from the SMART Office for documentation regarding the jurisdiction's efforts to implement or maintain SORNA standards. This may include documents related to substantial implementation of SORNA,

documentation of continued SORNA implementation or requested information regarding the development of systems for the necessary transmission of registration information to federal databases or correction of errors regarding transmission of data.

Tribal Consortia

Tribes that have elected to implement SORNA may apply for funding to support SORNA activities that benefit a consortium of Tribes implementing SORNA. Several Tribes may choose to form a consortium to share resources (e.g., hardware, digital fingerprint equipment, registry kiosks, joint staff, or shared registry office space) or collaborate on enforcement activities or registration facilities. An application to fund a collaborative approach or project must include supporting documentation, such as an interagency agreement, a memorandum of understanding or a letter of cooperation that demonstrates commitment from each member jurisdiction of the consortium.

State Assistance to Other Units of Government and Tribal Nations

States may apply to support efforts of local or state units of government or expand or develop programs to include registration for Tribes located in states that fall under Public Law 83-280 or for Tribal nations that have had their SORNA functions delegated to the state.

States are encouraged to specifically address the unique needs of the Tribes located in their state and consult with and collaborate with the Tribes pertaining to any proposed project design for SORNA implementation.

States that have tribal SORNA jurisdictions within their borders may apply for funding to enhance their collaboration with Tribes, including enhancing information sharing such as tribal access to the National Crime Information Center and/or the National Sex Offender Registry. An application to fund a collaborative approach or project must include supporting documentation, such as an interagency agreement, a memorandum of understanding or a letter of cooperation that demonstrates the collaborative endeavor from each SORNA jurisdiction involved in the collaboration. As in prior fiscal years, jurisdictions may elect in their application to subaward to a political subdivision or unit of local government, if that subaward specifically relates to the jurisdiction's overall implementation strategy.

Additional Information Required

State and territory applicants that are penalized for failing to substantially implement SORNA and that recently received, or expect to receive, Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) SORNA reallocation funding should describe how the proposed project complements the work that the jurisdiction plans to perform with such reallocation funding. Applicants should ensure that the proposed project involves activities that are separate from or that complement the tasks being performed with the SORNA reallocation funding, to avoid receiving duplicate funds for the same activity.

The goals, objectives and deliverables are directly related to the performance measures that show the completed work's results as discussed in the "Application and Submission Information" section.

Budget and Associated Documentation

Budget Information

The SMART Office has developed information technology resources, including software such as mapping technology, geographic radius and address search applications, and community notification and email notification applications, to help jurisdictions meet SORNA's requirement of participating in the Dru Sjodin National Sex Offender Public Website. These resources are available to all SORNA jurisdictions. Additionally, the SMART Office provides the Sex Offender Registry Tool (SORT) free of charge to states and the Tribe and Territory Sex Offender Registry System (TTSORS) free of charge to Tribes and territories. See the SORT and TTSORS fact sheets for additional information.

Software may be purchased or licensed with funding under this solicitation if there is a proven and justifiable need. Allowable software includes software to support biometric collection and submission to federal databases or to facilitate information sharing between a jurisdiction's sex offender registry and other law-enforcement and criminal justice information systems or databases and sex offender tracking systems within the jurisdiction (including local law enforcement), software that facilitates sex offender tracking and management throughout the jurisdiction, and software necessary to facilitate the use of SMART-provided software resources.

Applicant proposal narratives may include the purchase of equipment such as digital fingerprint and palm print equipment, scanners to transfer existing records and documents into a digital format, computer hardware and DNA collection equipment. Tribes that propose to use grant funds to support the collection, storage and submission of DNA must document that those costs are necessary and verifiable.

Examples of verified and validated costs include fees that a state or its political subdivision charges the Tribe for collection, storage, or submission of DNA. Please note that contracting with a private lab does not facilitate submission of DNA to the Combined DNA Index System (CODIS), and thus does not meet SORNA requirements. As a result, private lab fees are unallowable costs. The FBI Laboratory permits SORNA Tribes to receive free DNA collection kits, and the FBI Laboratory analyzes the kits and enters the data into CODIS for free. Contact the SMART Office for additional information.

Tribes can use grant funds to purchase an electronic scanner or live scan device for scanning finger and palm prints for upload to the FBI Next Generation Identification system. However, a Tribe that has one or more devices for scanning and uploading finger and palm prints by virtue of its participation in the Tribal Access Program must provide specific justification for the need for additional equipment.

Funding Restrictions

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Budget Detail and Narrative Web-Based Form

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

For additional information about how to prepare a budget for federal funding, see the "[Application Resource Guide](#)" section on [Budget Preparation and Submission Information](#) and

the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training 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. See the [Application Resource Guide](#) for information on costs associated with language assistance.

[Budget/Financial Attachments](#)

[Pre-Agreement \(Pre-Award\) Costs \(if applicable\)](#)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the federal award, but before the start date of the period of performance, incurs costs which are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the “Costs Requiring Prior Approval” section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.

[Indirect Cost Rate Agreement \(if applicable\)](#)

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III – VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

[Consultant Rate \(if applicable\)](#)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

[Limitation on Use of Award Funds for Employee Compensation for Awards Over \\$250,000; Waiver \(if applicable\)](#)

If an applicant proposes to hire employees with federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent 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. See the [Application Resource Guide](#) for

information on the “Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.”

[Disclosure of Process Related to Executive Compensation \(if applicable\)](#)

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the “Application Attachments” section of the [Application Resource Guide](#) for information.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

[Curriculum Vitae or Resumes \(if applicable\)](#)

Provide resumes of key personnel who will work on the proposed project.

[Tribal Authorizing Resolution \(if applicable\)](#)

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will upload the tribal authorizing documentation as an attachment in JustGrants. See the [Application Resource Guide](#) for information on tribal authorizing resolutions.

[Memoranda of Understanding \(MOUs\) and Other Supportive Documents \(if applicable\)](#)

Applicants should include for each named partner, a signed Memorandum of Understanding (MOU), letter of intent, or subcontract that confirms the partner’s agreement to support the project through commitments of staff time, space, services, or other project needs. For applications submitted by two or more entities, applicants are encouraged to develop and submit signed MOUs or signed letters of intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or letter of intent should include the following: (1) names of the organizations or agencies involved in the agreement; (2) what service(s) and other work will be performed under the agreement by what organization or agency; and (3) duration of the agreement.

Subcontracts, MOUs, or letters of intent should be submitted as one separate attachment to the application.

[Research and Evaluation Independence and Integrity Statement \(if applicable\)](#)

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [Application Resource Guide](#).

[List of Individuals in the Application](#)

To assist OJP in assessing actual or apparent conflicts of interest (including conflicts on the part of prospective reviewers), include a complete list of the individuals named or otherwise identified anywhere in the application (including in the budget or in any other attachment) who will or may work, advise, or consult on the proposed project. This applies to all individuals, including any proposed subrecipient, entities, contractors and consultants.

Organizational Chart

Attach an organizational chart showing the applicant's internal structure, positions and hierarchy.

List of Procurement Contracts

If the application (including the budget) identifies any proposed noncompetitive agreements that are or may be considered procurement "contracts" (rather than subawards) for purposes of federal grants administrative requirements, the applicant also must list the entities with which the applicant proposes to contract. Applicants should provide this list as a separate sheet entitled "Proposed noncompetitive procurement contracts." Visit the OJP Grant Application Guide for more information on proposed procurement contracts.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

Applicant Disclosure of Duplication in Cost Items

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [Application Resource Guide](#) for additional information.

[DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing](#) Review and accept in JustGrants the DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing. See the [Application Resource Guide](#) for additional information.

Applicant Disclosure and Justification – DOJ High-Risk Grantees

If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High-Risk Grantee is an award recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

Application Review Information

Review Criteria

Basic Minimum Review Criteria

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are requirements for all OJP solicitations:

- The application must be submitted by an eligible type of applicant;
- The application must be responsive to the scope of the solicitation; and
- The application must include all items necessary to meet the basic minimum requirements.

Merit Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

- **Description of the Issue (20%):** Applicant's understanding of the issue to be addressed. Applicants should link the proposed activities to unmet implementation requirements identified in the jurisdiction's most recent SORNA substantial implementation review, if any.
- **Project Design and Implementation (30%):** Adequacy of the proposal, including the goals, objectives, timelines, milestones and deliverables. Applicants in jurisdictions that have not implemented SORNA should outline how the proposed project will move the jurisdiction closer to substantial implementation of SORNA – The outline should include a list of involved individuals/entities and their responsibilities regarding SORNA implementation. Discussion of a jurisdiction's planned activities should include information regarding the jurisdiction's SORNA implementation plan.

Applicants in jurisdictions that have been found to have substantially implemented SORNA should outline how the planned activities will maintain or enhance the jurisdiction's substantial implementation of SORNA.

Applicants in jurisdictions that have been found to have substantially implemented SORNA and are applying for more than \$250K should outline how the proposed project **will advance the jurisdiction's implementation of SORNA.**

In addition, applicants should specifically identify each SORNA requirement that will be implemented or enhanced as a result of the proposed project.

- **Capabilities and Competencies (25%):** Administrative and technical capacity of the applicant to successfully accomplish the goals and objectives. Applicants should describe the management structure and staffing of the project and include information describing the roles and responsibility of key organizational components and personnel. In addition, applicants should describe the experience and capacity of existing/proposed staff who will be responsible for the successful management of this federal grant award.
- **Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%):** Applicant's understanding of the performance data reporting requirements and the plan for collecting the required data. Applicants should describe the process for

measuring program performance. Identify who will collect the data, who is responsible for performance measurement and how the information will be used to guide and evaluate the program's impact. Applicants should identify and describe both the outputs and outcomes they anticipate as a result of their proposed implementation strategy and a process for measuring them.

- **Budget (10%):** Applicants should provide a budget that is complete, cost effective and allowable (e.g., reasonable, allocable and necessary for project activities). Budget descriptions should demonstrate cost effectiveness in relation to the goals of the project. Generally, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be expected to be sustained under the circumstances at the time the decision was made to incur the cost.
- **Plan for SORNA Sustainability (5%):** Applicants should discuss how the proposed project will reduce the jurisdiction's long-term costs in registry operation and how the program will continue to operate beyond the period of the grant award. If personnel costs are supported by grant funds, include specific discussion of how these positions will be maintained beyond the grant award period.
- **Other (Specify) (5%):** Project abstract, project timeline, position descriptions for personnel anticipated to be supported by project funds, indirect cost rate agreement (if applicable) and tribal authorizing resolution (if applicable).

Applicants should also budget for travel/lodging expenses for at least one person to travel to participate in SMART-sponsored training events/conferences (locations to be determined). It is expected that this meeting would be for a minimum of three days and two nights, for at least one representative from the program; a maximum of three participants may be budgeted.

Other Review Criteria/Factors

Other important considerations for OJP include geographic diversity, strategic priorities, available funding, past performance, and the extent to which the Budget web-based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the [Uniform Requirements 2 C.F.R. Part 200, Subpart E](#).

Risk Criteria/Factors

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM.gov as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM.gov.

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and

was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above. 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 not only peer review ratings and SMART Office recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current federal fiscal year, September 30. See the [Application Resource Guide](#) for information on award notifications and instructions.

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices (programs or practices that have been evaluated as effective), see the [Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [Application Resource Guide](#).

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: [Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#) under the “Civil Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient's program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <https://www.ada.gov/> or contact OJP.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [Application Resource Guide](#) for additional information.

Information Technology Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [Application Resource Guide](#) for more information.

General Information About Post-Federal Award Reporting Requirements

In addition to the deliverables described in the "[Program Description](#)" section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent (in appropriate cases, OJP may require additional reports).

See the [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation Synopsis.

Other Information

Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a)

See the [Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).

Provide Feedback to OJP

See the [Application Resource Guide](#) for information on how to provide feedback to OJP.

Performance Measures

<u>Objective</u>	<u>Performance Measure(s)</u>	<u>Description</u>	<u>Data Recipient Provides</u>
Improve public sex offender registry systems to support and maintain SORNA Implementation	Number of staff trained (if applicable)		Number of jurisdiction personnel trained on SORNA standards during the current reporting period
	Number of records that are automated (if applicable)		Number of records/data (including sex offender case files, sex offender registration information, finger/palm print cards, DNA) captured and/or automated during the current reporting period
	Percentage of records/data made electronically accessible for inclusion in SORNA jurisdiction sex offender registries		<p>Number of records/data electronically accessible at the beginning of each month of the current reporting period</p> <p>Number of updated sex offender registration records electronically transmitted (intra- and inter-jurisdictionally) through the SORNA Exchange Portal or other means during each month of the current reporting period</p>
	Percentage of grantees that have increased information exchange between state/tribal/ territory sex offender registration agencies and other SORNA jurisdictions or federal, state, or local agencies		Number of information exchanges between state/tribal/territory sex offender registration agencies and other SORNA jurisdictions or federal, state, or local agencies, by type, through the SORNA Exchange Portal during the current reporting period

Application Checklist

SMART FY 2024 Support for Adam Walsh Act Implementation Grant Program

This application checklist has been created as an aid in developing an application. For more information, reference [The OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Pre-Application

Before Registering in Grants.gov

- Confirm your entity's registration in the [System Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#)).

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [Application Resource Guide](#)).

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#)).
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#)).
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#)).
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6q3y8> (see [Application Resource Guide](#)).

Review the Overview of Post-Award Legal Requirements

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s), as outlined in the solicitation.

Review Eligibility Requirement

- Review the "Eligibility" section in the Synopsis and "Eligibility Information" section in the solicitation.

Application Step 1

After registering with SAM.gov, submit the SF-424 and SF-LLL in Grants.gov.

- In Section 8F of the SF-424, include the name and contact information of the individual who will complete the application in JustGrants and the SF-LLL in Grants.gov.

Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:

- A submission receipt
- A validation receipt
- A grantor agency retrieval receipt
- An agency tracking number assignment

If no Grants.gov receipt and validation email is received, or if error notifications are received:

- Contact the SMART Office at 202-514-4689 or at AskSMART@usdoj.gov, or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see “[Application Resource Guide](#)” [section on Experiencing Unforeseen Technical Issues](#)).

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants.

Application Step 2

Submit the following information in JustGrants:

Application Components

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract*
- Proposal Narrative*
- Application Goals, Objectives, Deliverables, and Timeline web-based form

Budget and Associated Documentation

- Budget Detail Narrative and web-based form*
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (see [Application Resource Guide](#))

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (if applicable) (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- Memorandum of Understanding (if applicable)
- Resumes of Key Personnel (if applicable)
- List of Procurement Contracts (if applicable)
- Organizational Chart (if applicable)
- List of Individuals (if applicable)

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [Application Resource Guide](#))

****Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.***

Review, Certify, and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

If no JustGrants application submission confirmation email or validation is received, or if error notification is received —

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties. See the [Application Resource Guide](#) for additional information.

Standard Solicitation Resources

[Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions, and sign up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists, and other resources to help applicants complete an application.

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.