

SMART FY 2024

Support for the Adam Walsh Act Implementation Grant Program Application Guidance



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Office of Sex Offender Sentencing, Monitoring,
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Building Solutions | Supporting Communities | Advancing Justice



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Director



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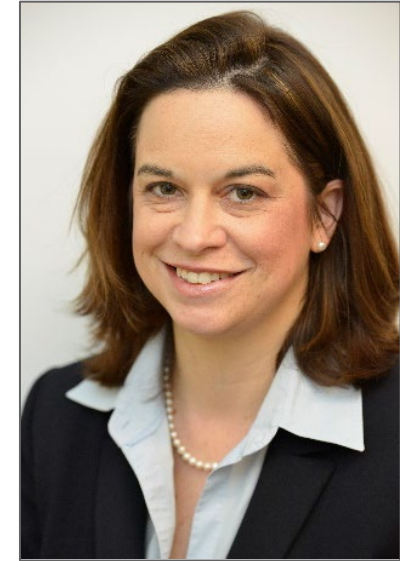
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This webinar will address —

- Purpose of the Adam Walsh Act and Sex Offender Registration and Notification Act requirements
- Program goals, objectives and deliverables
- Award information and timeline
- Eligible applicants for funding
- Preparing an application and how to apply



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Title I of the Adam Walsh Act (AWA)

- The SMART Office assists jurisdictions with developing and enhancing programs designed to implement requirements of Title I of the AWA, the Sex Offender Registration and Notification Act (SORNA) (34 U.S.C. § 20901 et seq.).
- SORNA was enacted to establish a comprehensive national system of minimum standards for the registration and notification of convicted sex offenders.



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SORNA Requirements

- Maintain a sex offender registration and public notification system that adheres to the requirements of SORNA.
- Register each offender who lives, works or goes to school in the jurisdiction.



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Program Goals, Objectives and Deliverables

- Assist jurisdictions with achieving substantial implementation of SORNA.
- Maintain and enhance SORNA implementation.
- Plan for the sustainability of SORNA.



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Award Information

- Up to \$600,000
- Period of performance: 36 months, starting October 1, 2024
- Awardees notified by September 30, 2024
- **Two-step application process**
 1. Register and submit SF-424 and SF-LLL in Grants.gov
 2. Submit substantive part of application, including attachments, in JustGrants



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Eligible Applicants: SORNA Jurisdictions

- States
- District of Columbia
- Principal U.S. territories
- Eligible federally recognized Indian tribes



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SORNA Goals, Objectives, Deliverables

Develop or enhance, for example —

- Capacity to register offenders
- Collection and submission of biometric data
- Policies and procedures
- Law enforcement information sharing
- Law enforcement training and support
- Infrastructure (technology, community notification tools)
- Records management projects
- Address verification
- Prevention and education
- Innovative practices (e.g., alternate check-in methods)
- Jurisdiction-wide trainings
- International travel notifications



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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 (P.L. 280) or for tribal nations that have had their SORNA functions delegated to the state.
- State jurisdictions are encouraged to specifically address the unique needs of the tribes located in their state in any project design for statewide SORNA implementation.



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Memoranda of Agreement/Understanding

- Applicants proposing a collaborative effort should provide a letter of cooperation, MOA/U or interagency agreement that documents the collaborative work of all involved agencies.
- Jurisdictions that have been previously funded and are proposing to support local units of government or P.L. 280 tribes to develop or enhance SORNA functions should provide 1) a letter of support or cooperation and/or 2) an MOU that indicates that the local jurisdiction or tribe is in agreement with, and supportive of, the proposed activities.



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Preparing an Application



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Application Elements

- Proposal abstract*
- Proposal narrative*
- Goals, objectives and deliverables (web-based form)
- Budget Web-based form (which includes budget worksheet and budget narrative)*
- Associated budget documentation (see solicitation document)

* Note: Proposal abstract, proposal narrative and budget Web-based form (which includes budget worksheet and budget narrative) must be submitted for an application to meet basic minimum requirements and advance to peer review.



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Review Criteria

Description of the Issue (20%)

- Clearly state how proposed activities are responsive to any unmet implementation requirements identified in the jurisdiction's most recent SORNA substantial implementation review.
- In plain language, discuss the jurisdiction's status related to substantial implementation of SORNA, including needs identified to substantially implement or maintain implementation of SORNA.



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Review Criteria (cont.)

Project Design and Implementation (30%)

- Applicants should outline how the proposed project will move the jurisdiction closer to substantial implementation of SORNA or enhance ongoing SORNA compliance and help to sustain the efficacy and viability of the jurisdiction's sex offender registration and notification program.
- Specifically identify each SORNA requirement that will be implemented or enhanced as a result of the proposed project.
- Applicants must clearly describe goals, objectives and deliverables (specific, measurable, realistic, time-limited).



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Review Criteria (cont.)

Capabilities and Competencies (25%)

- Describe the management structure and staffing of the project.
- Define roles/responsibilities of key organizational/functional components and personnel.
- Describe the experience and capacity of existing/proposed grants management staff who will be responsible for the successful management of federal grant awards.



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Review Criteria (cont.)

Plan to Collect Data Required for Solicitation's Performance Measures (5%)

- 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.



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Review Criteria (cont.)

Budget (10%)

- No match required.
- Align with Office of Justice Programs budget categories.
- Correspond with proposed goals, objectives and deliverables.
- Necessary and reasonable for SORNA project activities, maximize cost effectiveness.
- If using an indirect cost rate, attach an unexpired indirect cost rate agreement and ensure the rate matches. (If an expired indirect cost rate is submitted, indirect cost will be withheld until a new signed agreement is submitted via a grant adjustment.)



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Review Criteria (cont.)

Plan for SORNA Sustainability (5%)

- Discuss how the proposed project will reduce the jurisdiction's long-term costs in registry operation and maintenance.
- Discuss how the program will continue to operate beyond the grant award period.
- If personnel costs are supported by grant funds, include how these positions will be maintained beyond the grant award period.

Other Required Items (5%)

- Project abstract, project timeline, position descriptions/résumés, organizational chart.
- If applicable: MOUs, indirect cost rate agreement and tribal authorizing resolution.



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Generally Allowable Activities/Costs

- **Personnel**
- **Fringe**
- **Equipment**
 - Digital fingerprint and palm print technology
 - DNA collection, storage and security
 - Fingerprint identification readers
 - Vehicle purchase (case-by-case basis, justification and cost analysis of lease vs. purchase required)
- **Supplies**
 - Computers, scanners, printers, copiers (justification required)
 - Registration-related equipment, e.g., cameras, kiosks, radios, tablets
 - General office supplies, printing, educational materials

See the DOJ Grants Financial Guide for more information.



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Generally Allowable Activities/Costs (cont.)

Travel

- Travel/lodging expenses for up to three people to participate in SMART-sponsored training events, conferences or working groups (locations TBD)
- Training seminars or conferences (SORNA-related, to include officer safety topics)
- Technical assistance meetings
- For implemented jurisdictions: Jurisdiction-wide trainings and conferences
- Mileage — local travel to attend meetings, perform verification checks, etc., using personal or jurisdiction vehicles (mileage log required as part of grant documentation)
 - NOT ALLOWABLE: gas/fuel costs, except with approved rental cars; vehicle maintenance
- All proposed travel costs must align with GSA travel guidelines
- Rental cars — must have prior approval from SMART grant manager for every instance



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Generally Allowable Activities/Costs (cont.)

Subawards

- Subawards to other entities responsible for jurisdiction's SORNA-related activities

Contracts

- Vehicle lease agreements (justification and cost analysis of lease vs. purchase required)
- Professional services, consultants (e.g., IT, professional), attorneys, compliance specialists
- Proposed consulting activities should not duplicate services available from SMART-funded resources, training and technical assistance providers

- Must use established agency guidelines for competitive procurement process (soliciting bids)
- Additional documentation required in application for sole source vendor agreements over \$250,000
- OJP maximum daily consulting rate of \$650/day (\$81.25/hour); waiver required from OJP's Assistant Attorney General for any rate over this cap, additional documentation required at time of application



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Generally Allowable Activities/Costs (cont.)

Other

- Rental space (office space or meeting/event space)
- Software (including upgrades, licenses, subscriptions)
- Utilities (internet access, telephone service)
- Officer identification and visibility materials
- Conference registration fees



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Unallowable Activities/Costs

- Construction
- Food and beverage
- Gift cards, pre-paid phone cards
- Stipends
- Gasoline/fuel and vehicle maintenance/repairs (only mileage reimbursement is allowable; GSA mileage rate incorporates gas and basic “wear and tear” on vehicle)
- Vehicle insurance



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Additional Application Components

Please use clear, descriptive file names for required attachments.

- Curriculum vitae or résumés for key personnel (or position descriptions)
- Timeline — realistic project plan for the 36-month period
- Organizational chart
- Current tribal authorizing documentation, if applicable



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Additional Application Components (cont.)

- 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 must submit a list of entities with which the applicant proposes to contract.
 - Provide this list as an attachment titled “Proposed Noncompetitive Procurement Contracts.” Visit the OJP Grant Application Resource Guide for more information on subrecipients, contractors and consultants.
 - Note: Any proposed subawards must be approved by the SMART Office. The SMART Office may consider administration priorities, among other factors, in determining whether to approve any such subaward.



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Disclosures & Assurances

- Disclosure of lobbying activities (SF-LLL, submitted in Grants.gov)
- Disclosure of duplication in cost items (web-based form in JustGrants)
- DOJ Certified Standard Assurances (prior to receiving award funds)
- Disclosure of DOJ high-risk status



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Post-Award Note

- Programmatic and financial contacts must complete DOJ Grants Financial Management Training within 120 days of award.



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How to Apply



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Pre-Application

- Search for the funding opportunity on Grants.gov
 - Grants.gov opportunity number in the solicitation
 - CFDA No. 16.750, titled “Support for Adam Walsh Act Implementation Grant Program”
- Review the [OJP Grant Application Resource Guide](#)



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How to Apply: Step 1

Register and submit the following forms in Grants.gov:

- **Standard Form 424 (SF-424):** The form must include the legal agency name, address, name of the authorized representative (e.g., executive director, tribal leader).
- **Disclosure of Lobbying Activities (SF-LLL):** Applicants must disclose any lobbying activities via the SF-LLL form.

Note: All Grants.gov applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.



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How to Apply: Step 2

Submit the **full application**, including application components and attachments, in JustGrants.

- Use the solicitation checklist to verify the required application elements.
 - Submit full application 72 hours prior to application due date.
 - Find OJP forms at ojp.gov/funding/Apply/Forms.htm.
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- **Note:** When an application has been successfully submitted, a green confirmation message will appear in JustGrants and the applicant will receive a confirmation email.



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Technical Support: Grants.gov

- For technical assistance submitting the **SF-424** and **SF-LLL** in Grants.gov, contact the Grants.gov customer support hotline:
 - 800-518-4726 (toll-free)
 - 606-545-5035 (direct)
 - Grants.gov customer support webpage: grants.gov/web/grants/support.html
 - email at support@grants.gov
- The Grants.gov Customer Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.



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Technical Support: JustGrants

- For technical assistance submitting the **full application** in DOJ's JustGrants, contact the JustGrants service desk:
 - 833-872-5175 (toll-free)
 - JustGrants customer support webpage: justicegrants.usdoj.gov/user-support
 - email at JustGrants.Support@usdoj.gov
- JustGrants support hours:
 - 7 a.m.–9 p.m. Eastern time Monday through Friday
 - 9 a.m.–5 p.m. Eastern time Saturday, Sunday and federal holidays



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Resources/Tools: All Jurisdictions

- SMART.gov
 - SORNA Substantial Implementation Checklist
 - Guidelines for implementation
 - Other guidance documents
- Dru Sjodin National Sex Offender Public Website: NSOPW.gov
- SORNA Exchange Portal
- Sex Offender Registry Tool (states)
- Sex Offender Management Assessment and Planning Initiative



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Resources/Tools: Tribal Jurisdictions

- [Tribe and Territory Sex Offender Registry System](#)
- [Tribal Access Program](#)
- [SORNA Model Tribal Code](#)
- [Guide to SORNA Implementation in Indian Country](#)



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Questions?

For solicitation questions, reference the contact information in the solicitation.

For general questions, contact the SMART Office at 202-514-4689 or AskSMART@usdoj.gov.



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