



SMART FY 2022 Support for Adam Walsh Act Implementation Grant Program

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Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking](#), (SMART) seeks applications for funding under the SMART FY 2022 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).

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance on the preparation and submission of funding applications to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

Native American tribal governments (Federally recognized), State governments, Other

Other

Eligible applicants are limited to jurisdictions that are defined by SORNA as states, the District of Columbia, the principal U.S. territories and 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.

For the purposes of this solicitation, "state" means any state of the United States, the District of Columbia, Commonwealth of Puerto Rico, U.S. Virgin Islands, Guam, American Samoa and Commonwealth of the Northern Mariana Islands.

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: 1) State and territorial applicants that have already implemented

SORNA; 2) Tribal applicants that have implemented SORNA, 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 who have not implemented SORNA, but whose application request is for activities that will be used to further their efforts to implement SORNA; and 4) Jurisdictions that have not previously received funding under this program.

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

The SMART Office will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

Contact Information

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

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants service desk at 833-872-5175 or at JustGrants.Support@usdoj.gov. JustGrants Support operates from 5 a.m.–9 p.m. Eastern time (ET) Monday through Friday, and from 9 a.m.–5 p.m. ET Saturday, Sunday and federal holidays.

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

Submission Information

Applications will be submitted to DOJ in two steps:

Step 1: The applicant must [register with Grants.gov](#) and submit the required Application for Federal Assistance (SF-424) and a Disclosure of Lobbying Activities (SF-LLL) form in Grants.gov by the Grants.gov deadline.

Beginning April 4, 2022, the Federal government will cease using the Data Universal Numbering System (DUNS) number to uniquely identify entities. At that point, entities doing business with the Federal government will use a unique entity identifier (UEI) created in [SAM.gov](#). If an entity is currently registered in SAM.gov, a UEI has already been assigned and is viewable in SAM.gov. This includes inactive registrations. If the entity has not yet registered in SAM.gov, the entity will continue to register in SAM.gov using the DUNS number until April 4, 2022. Upon completing the entity's registration in SAM.gov, it will be assigned a UEI. For additional information, see the [Unique Entity Identifier Update](#) and the [OJP Grant Application Resource Guide](#).

IMPORTANT: Grants.gov will transition to UEI at 11:59 p.m. ET on March 31, 2022. To support this transition, DOJ will update all posted Grants.gov funding opportunity packages to reflect the use of UEI.

All entities applying for DOJ funding opportunities that have a Grants.gov close date after March 31, 2022, must take one of the following actions:

1) Complete and submit the SF-424 and SF-LLL **no later than March 30, 2022, at 8 p.m. ET.**

- If the SF-424 is not completed and submitted by this time, any information contained in the SF-424 will be lost during the transition.
- If this occurs, an applicant will need to re-enter its data in the new SF-424 in Grants.gov on or after April 1, 2022.

2) Wait until April 1, 2022, to begin and submit the SF-424 and SF-LLL in Grants.gov.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov.

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources and training.

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Program Description

Overview

OJP is committed to advancing work that promotes civil rights and racial 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.

The Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART) Support for Adam Walsh Act (AWA) Implementation Grant Program assists jurisdictions with developing and enhancing programs designed to implement the Sex Offender Registration and Notification Act (SORNA). (34 U.S.C. § 20901 et seq.) SORNA was enacted to provide a comprehensive set of standards for sex offender registration and notification in the United States.

The term “jurisdiction” is defined in SORNA as any state of the United States, the District of Columbia, the principal U.S. territories and federally recognized Indian tribes — to the extent provided by 34 U.S.C. § 20911(10) — that have elected to implement SORNA.

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: 1) all states, the District of Columbia, the principal U.S. territories and participating federally recognized Indian tribes to maintain a sex offender registry; and 2) 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 for sex offender registries (to include specified information), duration of registration, in-person verification of sex offender registration information, participation in the Dru Sjodin National Sex Offender Public Website (NSOPW.gov), and interjurisdictional notification of relocating offenders (e.g., SORNA Exchange Portal). For more specific information about SORNA substantial implementation, the National Guidelines and Supplemental Guidelines on Sex Offender Registration and Notification, and the Supplemental Juvenile Registration Guidelines, visit [SMART's SORNA guidance](#).

Goals, Objectives, Deliverables, and Timeline

The SMART Office is interested in proposals that facilitate, enhance and maintain jurisdictional implementation of SORNA. Applications must include how the proposed project will further SORNA implementation.

Goals

Under the Adam Walsh Act Implementation Grant Program, the SMART Office funds projects that assist jurisdictions in implementing the Sex Offender Registration and Notification Act. 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
- facilitate information sharing and access among states, tribes, territories and the District of Columbia.

Objectives

For **jurisdictions that have substantially implemented** SORNA, the application must explain how the proposed project will support continued implementation of SORNA, enhance current registration and notification programs or address any SORNA requirements that are not fully met, as identified in the most recent SORNA substantial implementation review for the jurisdiction.

For state and territorial jurisdictions that have not yet substantially implemented SORNA, applicants must explain how the proposed project will bring the jurisdiction closer to implementing SORNA based on addressing one or more deficiencies identified in SMART's most recent SORNA substantial implementation review for the jurisdiction. In addition, 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.

Deliverables

In developing and/or enhancing efforts or programs designed to implement or maintain SORNA standards, applicants may propose specific strategies and projects to accomplish tasks such as the following:

- Draft legislation and develop administrative materials (such as policies, procedures or processing forms) that address SORNA's requirements, including legal support.
- Provide support for coordinated interagency efforts to maintain or enhance implementation of SORNA requirements.
- Develop or enhance 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 enhance information sharing between the jurisdiction's sex offender registry 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, notification, monitoring or management, or investigating failure-to-register cases.
- 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.
- Enhance the jurisdiction's infrastructure to assist with implementation of SORNA, such as the collection, storage, submission or analysis of sex offender biometric data (finger and palm prints) and DNA to state or FBI laboratories. See "Budget Information" for more information.

Tribal Applicants

In addition to the above, tribes that have been found to have substantially implemented SORNA may apply for funding for the following:

- Develop, improve or sustain registration and notification functions and activities, including developing community education programs on sexual offending and management topics (e.g., promoting an understanding of the tribe's sex offender registration, notification, treatment and community supervision strategies; safety planning; and sexual offense facts and statistics), or collaboration with intratribal organizations, including victim service agencies, courts, probation offices, schools and other entities. An application to fund a collaborative approach or project must include supporting documentation from the included tribal organizations 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 enhance interjurisdictional cooperation, including information-sharing infrastructure improvement to assist SORNA implementation, such as the collection, storage, submission or analysis of sex offender biometric data (finger and palm prints).

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, 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 (P.L. 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 in any 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 to subaward to a political subdivision or unit of local government in their application, if that subaward is in keeping with the jurisdiction's overall implementation strategy.

** Public Law 83-280 (P.L. 280) delegated to certain named states criminal and civil jurisdiction on reservations within those states' boundaries. The following states are mandatory P.L. 280 jurisdictions: Alaska, California, Minnesota, Nebraska, Oregon and Wisconsin. See 18 U.S.C. § 1162. Another nine states have "opted-in," but not all tribes in those states have consented to delegation.*

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 reallocation funding. Applicants should ensure that the proposed project involves activities that are separate from or 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.

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, see the OJP Grant Application Resource Guide's [Evidence-Based Programs or Practices](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the OJP Grant Application Resource Guide's [Information Regarding Potential Evaluation of Programs and Activities](#).

Federal Award Information

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards
60

Anticipated Maximum Dollar Amount of Awards
\$400,000.00

Period of Performance Start Date	Period of Performance Duration (Months)
10/1/22 12:00 AM	36

**Anticipated Total Amount to be Awarded Under
Solicitation**
\$16,500,000.00

Availability of Funds

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications 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.

Types of Awards

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

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 [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

The SMART Office has developed information technology resources that have been made available to all SORNA jurisdictions for the purpose of meeting requirements of participation in the Dru Sjodin National Sex Offender Public Website. These resources include software such as mapping technology, geographic radius and address search applications, and community notification and email notification applications. 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 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.

Grant funds to tribes can be used 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, tribes typically have to

coordinate with the state in which they are located in order to connect to those federal databases. Note: A tribe can purchase a scanner without working with the state, but if no connection is established, the tribe will have to print the scanned prints and mail them to the FBI using FBI-provided mailers. States will need to agree to accept and facilitate a connection to a tribe that wishes to use such devices for the upload. Further, states will need to provide to the tribe information on what hardware or device will interface with their system. Tribal applicants must document either 1) how the transmission of data will be made directly to the FBI, or 2) how data will be transmitted through the state, including any memoranda of understanding or other agreements.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Pre-agreement Costs (also known as Pre-award Costs)

See the OJP Grant Application Resource Guide for information on [Pre-agreement Costs \(also known as Pre-award Costs\)](#).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the OJP Grant Application Resource Guide information on the [Limitation on Use of Award Funds for Employee Compensation; Waiver](#).

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

See the OJP Grant Application Resource Guide for information on [Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#).

Costs Associated with Language Assistance (if applicable)

See the OJP Grant Application Resource Guide for information on [Costs Associated with Language Assistance](#).

Eligibility Information

For eligibility information, see page 1.

For information on cost sharing or match requirements, see the “Federal Award Information” section.

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process, to be eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: 1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws and 2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit [the Executive Order on Safe Policing for Safe Communities page](#) to access the [Principles on Safe Policing and Use of Force](#), [Implementation Fact Sheet](#) and [List of Credentialing Bodies](#).

Application and Submission Information

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: Proposal Narrative and Budget Worksheet and Budget Narrative (web-based form).

See the [Application Elements and Formatting Instructions](#) section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or is nonresponsive to the scope of the solicitation.

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

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 [OJP Grant 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 to assign the application to this user in JustGrants.

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

Standard Applicant Information (JustGrants 424 and General Agency 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 its Authorized Organization Representative (AOR); 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 the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person (e.g., using the organization’s name) and will be made publicly available on the OJP website if the project is awarded.

Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 25 pages. Pages should be numbered and submitted as an attachment. If the program narrative fails to comply with these length restrictions, the SMART Office may consider such noncompliance in peer review and in final award decision.

The following sections must be included as part of the proposal narrative:

1. **Description of the Issue.** Applicants should describe the challenges that the jurisdiction faces in implementing or maintaining SORNA implementation and the strategy for addressing those challenges. Applicants should describe steps taken to assess and analyze their current sex offender registration and notification systems in relation to implementing or maintaining SORNA standards.
2. **Project Design and Implementation.** *SORNA implementation plan (for jurisdictions that have not already implemented SORNA):* Discussion of a jurisdiction’s planned activities should include information regarding the jurisdiction’s SORNA implementation plan. The plan should include a list of involved individuals/entities and their responsibilities regarding SORNA implementation. It is expected that successful applicants will report on their jurisdiction’s SORNA implementation progress in their semiannual progress reports. *SORNA maintenance plan (for jurisdictions that have already been found to have substantially implemented SORNA; these applicants should include the date they were found to have substantially implemented SORNA):* Discussion of a jurisdiction’s planned activities should include information about how the activities will sustain and/or improve the jurisdiction’s substantial implementation of SORNA. It is expected that successful applicants will report on their jurisdiction’s SORNA maintenance progress in their semiannual progress reports.
3. **Plan for SORNA Sustainability.** The applicant should discuss plans for sustainability (i.e., how the program will continue to operate beyond the grant award period). If personnel costs are supported by grant funds, include specific discussion of how these positions will be maintained beyond the grant award period.
4. **Capabilities and Competencies.** This section should describe the experience and capabilities of the

applicant and any proposed subrecipients (including contractors and consultants) that the applicant will use to implement and manage the project and highlight any previous experience implementing projects of similar scope, design and magnitude. The management and organizational structure described should match the staff needs necessary to accomplish the goals, objectives and tasks outlined in the project design.

5. **Plan for Collecting the Data Required for this Solicitation's Performance Measures.** Describe the process for measuring project performance. Identify who will collect the data; who is responsible for performance measurements; and how the information will be used to guide and evaluate the impact of the project. Describe the process to accurately report data.

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measure information is included as an alert that successful applicants will be required to submit performance data as part of each award's reporting requirements.

OJP will require each successful applicant to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives and deliverables identified in the "Goals, Objectives and Deliverables" section.

A list of performance measure questions for this program can be found under the Performance Measures section. Applicants can also visit OJP's [Performance Measurement page](#) for an overview of performance measurement activities at OJP.

The SMART Office will require award recipients to submit performance measure data and performance reports in JustGrants. The SMART Office will provide further guidance on the post-award submission process, if selected for award.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the [Note on Project Evaluations](#) section in the OJP Grant Application Resource Guide.

Goals, Objectives, Deliverables, and Timeline

The applicant will submit its Support for Adam Walsh Act Implementation Grant Program goals, objectives, deliverables and timeline in the JustGrants web-based form. Submit these as an attachment with each project goal, related objective, activity, expected completion date and responsible person or organization. Please use the actual calendar months and year in the program timeline.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant will complete the JustGrants web-based budget form. See the OJP Grant Application Resource Guide for additional information on [Budget Preparation and Submission Information](#).

Pre-Agreement Cost

See the OJP Grant Application Resource Guide for information on [Pre-agreement Costs \(also known as Pre-award Costs\)](#).

Indirect Cost Rate Agreement (if applicable)

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the OJP Grant Application Resource Guide for additional information on [Indirect Cost Rate Agreement](#).

Financial Management Questionnaire (including applicant disclosure of high-risk status)

The applicant will download the questionnaire, complete it, and then upload it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information and the link to the questionnaire.

Disclosure of Process Related to Executive Compensation

If applicable, the applicant will submit a description of the process used to determine executive compensation by uploading the document as an attachment in JustGrants. See the "Application Attachments" section of the [OJP Grant Application Resource Guide](#) for information.

Memoranda of Understanding (MOUs) and Other Supportive Documents

Any applicant proposing a collaborative effort should provide a letter of cooperation, memorandum of understanding (MOU) or interagency agreement that documents the collaborative work of all involved agencies. Jurisdictions that were previously funded and are proposing to support local units of government or P.L. 280 tribes to develop or enhance their sex offender registration and notification functions should provide a letter or MOU that indicates the local jurisdiction or tribe agrees with, and is supportive of, the proposed activities.

Additional Application Components

The applicant should submit the following information as attachments to the application.

Curriculum Vitae or Resumes

Attach position descriptions and/or résumés or biographical sketches of all key staff or other individuals who will be significantly involved in substantive aspects of the project.

Tribal Authorizing Resolution

An application in response to this solicitation requires the inclusion of the following tribal authorizing documentation as an attachment:

- Tribal resolution filed with the SMART Office that documents the tribe's election to carry out the requirements of SORNA.
- Tribal authorizing resolution to apply to this funding opportunity.

If applicable, the applicant will upload the documentation as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing documentation.

Research and Evaluation Independence and Integrity Statement

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 submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the [OJP Grant 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

Complete and submit the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

Successful applicants will review and execute this document prior to receiving award funds. See [Administrative, National Policy, and Other Legal Requirements](#) in the [OJP Grant Application Resource Guide for more information](#).

Applicant Disclosure of Duplication in Cost Items

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

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

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing in JustGrants. See [Administrative, National Policy, and Other Legal Requirements](#) in the [OJP Grant Application Resource Guide for more 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, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible. See [Applicant Disclosure and Justification — Grantees Designated as High Risk by DOJ](#) in the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

Step 1: The applicant must [register in Grants.gov](#) and submit the SF-424 and an SF-LLL in Grants.gov.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](#). For additional information, see the [How to Apply](#) section in the OJP Grant Application Resource Guide and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

Step 1: The **SF-424 and the SF-LLL** must be submitted in Grants.gov by **11:59 p.m. ET May 11, 2022**.

- **IMPORTANT:** Please carefully review UEI transition details in the “Submission Information” section above, Step 1.

Step 2: The **full application** must be submitted in JustGrants by **5 p.m. ET May 25, 2022**.

- Note that the deadline in JustGrants has been set to 5 p.m. ET to help ensure the availability of JustGrants Support Desk help, if needed.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline must make efforts to obtain technical support before the deadline and document its efforts to submit before the deadline. Technical support is available via phone and email to the relevant SAM.gov, Grants.gov, or JustGrants support desk. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

An applicant experiencing technical difficulties with the following systems must contact the relevant support desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov: contact the [SAM Help Desk \(Federal Service Desk\)](#)
- Grants.gov: contact the [Grants.gov Customer Support Hotline](#)
- JustGrants: contact the JustGrants Support Desk at JustGrants.Support@usdoj.gov or 833-872-5175

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the SMART Office contact (listed on page 2) **within 24 hours after the application deadline** to request approval to submit its application after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must —

- Describe the technical difficulties experienced;
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond);
- Include an attachment(s) of the complete grant application and all required documentation and material; and
- Include the applicant's DUNS number or unique entity identifier (if applying after April 4, 2022) and any applicable SAM.gov, Grants.gov, and JustGrants support desk ticket numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the [Experiencing Unforeseen Technical Issues](#) section in the [OJP Grant Application Resource Guide](#).

Application Review Information

Review Criteria

A. 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:

1. Description of the Issue (20%). Applicant's understanding of the program/issue to be addressed. Applicants should link the proposed activities to as-yet unmet implementation requirements identified in the jurisdiction's most recent SORNA substantial implementation review, if any.
2. Project Design and Implementation (30%). Adequacy of the proposal, including the goals, objectives, timelines, milestones and deliverables. Applicants who have not implemented

SORNA should outline how the proposed project will move the jurisdiction closer to substantial implementation of SORNA. Those jurisdictions that have been found to have substantially implemented SORNA should detail how the proposed project/activities will enhance ongoing SORNA implementation and help to sustain the efficacy and viability of the jurisdiction's sex offender registration and notification program. In addition, applicants should specifically identify each SORNA requirement that will be implemented or enhanced as a result of the proposed project.

3. 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 and functional components and personnel. In addition, applicants should describe the experience and capacity of existing/proposed grants management staff who will be responsible for the successful management of federal grant awards.
4. 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.
5. Budget (10%).
Applicants should provide a budget that is complete, cost effective and allowable (e.g., reasonable, allocable and necessary for project activities). The budget should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget descriptions should demonstrate cost effectiveness in relation to potential alternatives and 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 incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. Applicants may also budget for travel/lodging expenses for 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.
6. Plan for SORNA Sustainability (5%). Applicants should discuss how the proposed project will reduce the jurisdiction's long-term costs in registry operation and maintenance 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.
7. Other (5%). Project abstract, project timeline, position descriptions and résumés, organizational chart, indirect cost rate agreement (if applicable) and tribal authorizing resolution (if applicable).

B. Additional Review Criteria/Factors

Other important considerations for the SMART Office include geographic diversity, available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (web-based form) accurately explain project costs that are reasonable, necessary and otherwise allowable under federal law and applicable federal cost principles.

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.

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 common requirements applicable to all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).

- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

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, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity and business ethics.

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 (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant may review and comment on any information about it that currently appears in FAPIIS, entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to other information in FAPIIS, in its assessment of the risk posed by the applicant.

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 peer review ratings and SMART Office recommendations, as well as other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

See the OJP Grant Application Resource Guide for information on [federal award notices](#).

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 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 OJP Grant Application Resource Guide.

Information Technology (IT) Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the **Goals, Objectives, Deliverables** section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients typically must submit quarterly financial reports, semiannual 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 [OJP Grant Application Resource Guide](#) for [General Information about Post-Federal Award Reporting Requirements, including performance measure data](#).

Federal Awarding Agency Contact(s)

For SMART Office contact information, see page 2.

For Grants.gov contact information, see page 2.
For JustGrants contact information, see page 2.

Other Information

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

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

Performance Measures

Objective	Performance Measure(s)	Description	Data Recipient Provides
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		Number of records/data electronically accessible during the beginning of each month of the current reporting period
	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 updated sex offender registration records electronically transmitted (intra- and interjurisdictionally) through the SORNA Exchange Portal or other means during each month of the current reporting period
			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 2022 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](#).

What an applicant must do:

Before registering in Grants.gov:

- Confirm your entity's [System Award Management \(SAM\)](#) registration information (see [OJP Grant Application Resource Guide](#))
- Acquire a SAM Unique Entity Identifier (UEI):
 - If applying before April 4, 2022, obtain or confirm your Data Universal Number System (DUNS) number at www.dnb.com.
 - On April 4, 2022, the federal government will stop using DUNS and start using the [new SAM UEI](#).

To register in Grants.gov:

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see step 3 in the [OJP Application Submission Steps](#))
- Acquire AOR confirmation from the E-Business Point of Contact (see step 4 in the [OJP Application Submission Steps](#))

To find the Funding Opportunity:

- Search for the Funding Opportunity in [Grants.gov](#) using the Opportunity Number, Assistance Listing or keyword(s)
- Access the Funding Opportunity and Application Package (see Step 7 in the [OJP Application Submission Steps](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Grants.gov Information](#)
- Read [OJP policy and guidance on conference approval, planning and reporting](#) (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the [Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#).

Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$400,000.

Review Eligibility Requirement:

- States
- The District of Columbia
- Principal U.S. territories
- Federally recognized Indian tribal governments

Application Step 1. Register and submit the SF-424 and SF-LLL in Grants.gov.

- Review information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the **SF-424** and **SF-LLL** in Grants.gov

After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:

- Documents have been received in Grants.gov
- Documents have either been successfully validated or rejected with errors

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

- Contact the SMART Office 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 page 2).

Upon receipt of email notification of successful validation of SF-424 and SF-LLL:

- Proceed to Application Step 2 and complete application in JustGrants

Application Step 2. Submit the full application in JustGrants.

Application Components

- Standard Applicant Information (SF-424 info from Grants.gov)
- Proposal Abstract
- **Proposal Narrative***

Budget and Associated Documentation

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

Additional Application Components

- Timeline
- Memorandum of understanding (if applicable)
- Résumés of key personnel
- List of [procurement contracts](#)
- Organizational chart
- [Tribal Authorizing Resolution](#) (if applicable)
- [Research and Evaluation Independence and Integrity](#) assurance or mitigation plan (if applicable)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Limitation on Use of Award Funds for Employee Compensation](#))

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#)
- [Applicant Disclosure of Pending Applications \(Duplication in Cost Items\)](#)
- DOJ Certified Standard Assurance (see [Administrative, National Policy, and Other Legal Requirements](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [Administrative, National Policy, and Other Legal Requirements](#))
- [Applicant Disclosure and Justification — Grantees Designated as High Risk by DOJ](#)

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

Submit application in JustGrants:

- Receive green notification in JustGrants ("Thank you! The next step in this case has been routed appropriately.")
- Receive email confirmation that application has been successfully submitted in JustGrants.

If error notification is received or confirmation email is not received:

- Contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175 regarding technical difficulties.