

DARYL FOX: This is the webinar recording for the SMART FY 2023 Support for Adam Walsh Act Implementation Grant Program solicitation.

HELENA HEATH: Hello, everyone. I'm Helena Heath, director of the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking — the SMART Office. Welcome to this webinar, which will provide guidance for applicants to the Fiscal Year 2023 Adam Walsh Act Implementation Grant Program solicitation.

As you may know, the Adam Walsh Act, or AWA, was enacted in 2006. Title I of the Act laid out the requirements of the Sex Offender Registration and Notification Act, known as SORNA. We now have 18 implemented states, four territories and 137 tribes, with many of the remaining jurisdictions actively working toward implementation. As we continue to implement SORNA, we are also moving toward maintaining SORNA requirements and best practices, as well as incorporating newer requirements such as the 21-day international travel notification requirement codified by International Megan's Law.

We hope your jurisdictions will use these AWA funds to increase and improve the maintenance and sustainability of your program, as well as to enhance training and support of local, regional and tribal efforts within your jurisdiction. Training staff in your state, territory or tribe is vital to information sharing and continued success of implemented sex offender registration and notification systems. This AWA solicitation is open to all SORNA jurisdictions, which are all 50 states, the five principal territories, the District of Columbia and federally recognized tribes that have elected to implement SORNA.

At this time, I will turn the webinar over to Portia Graham, SMART Office associate director of grants and administration; Angel Winters, grants management specialist; and Stephanie Carrigg, senior policy advisor, so they can share specific guidance on applying to the FY23 Adam Walsh Act Implementation Grant Program. Thank you. And thank you all for being here.

STEPHANIE CARRIGG: Hello, this is Stephanie Carrigg. In this webinar, we will address the requirements of the Adam Walsh Act, or AWA, particularly Title I of the Adam Walsh Act, which is the Sex Offender Registration and Notification Act, or SORNA. We will discuss eligibility to apply for the AWA Implementation Grant; information about the award and its timeline; and the goals, objectives and deliverables of the Adam Walsh Act Implementation Grant Program. We will also discuss the process of preparing an application for the grant. The SMART Office, through the AWA Implementation Grant and other activities, assists jurisdictions with developing and enhancing programs designed to implement the requirements of SORNA. SORNA sets forth a comprehensive set of standards for the registration and notification of convicted sex offenders. It revised prior federal laws on sex offender registration and notification, and in so doing, closed gaps and loopholes that existed under those laws.

Under SORNA, jurisdictions are required to maintain a sex offender registration and notification system that adheres to the requirements of SORNA and captures each registerable offender who resides, works or attends school in the jurisdiction. SORNA went beyond prior federal laws

by expanding the number of sex offenses that must be captured by registration jurisdictions. And perhaps most importantly, SORNA expanded the definition of jurisdiction to include federally recognized Indian tribes, of whom many have elected to stand up their own registration and notification systems.

The goals, objectives and deliverables of the AWA Implementation Grant center around achieving substantial implementation of SORNA, maintaining and enhancing SORNA implementation, and sustaining a SORNA-compliant registration and notification system.

PORTIA GRAHAM: Greetings. I'm Portia Graham, SMART's associate director for grants and administration. Today I will be discussing the more technical aspects of the application process for the AWA solicitation to assist you in preparing your application. Currently, the SMART Office is seeking applications for funding under the FY 2023 Support for Adam Walsh Act Implementation Grant Program, also known as AWA, for up to \$400,000 per application for a period of up to 36 months. Successful applicants will be notified no later than September 30, 2023, and the award period of performance will begin on October 1, 2023. FY 2023 applications will be submitted to the Office of Justice Programs using a two-step process similar to last year's application process.

Applicants must first register with Grants.gov and submit the SF-424 and an SF-LLL by the deadline referenced as step one in the solicitation documents. Applicants must then submit the full application, including all required attachments in JustGrants by the deadline referenced as step two in the solicitation document. Please see the AWA solicitation document for specific application deadlines related to submission in both Grants.gov and JustGrants. It is highly recommended that you plan to submit your application prior to the deadlines to allow time for you to receive validation messages indicating a successful and timely submission or any rejection notifications. Submitting early will allow time to correct any problems encountered during the submission process, as only technical difficulties outside the control of the applicant and which are fully documented will receive consideration for late submission. Note that failure to meet the Grants.gov deadline discussed in step one will prevent you from submitting your full application to JustGrants discussed in step two. So it is critical that you comply. To reiterate, please refer to the AWA solicitation for submission deadlines for Grants.gov and JustGrants.

Eligible applicants are states, District of Columbia, principal U.S. territories and federally recognized Indian tribal governments that are eligible under SORNA Section 127 to carry out the functions of SORNA and have elected to do so. See the title page of the solicitation for a more detailed description of eligibility.

STEPHANIE CARRIGG: The SORNA activities and strategies that the AWA grant could be used to develop or enhance are the items listed here. If you have any questions about possible strategies and activities during the application process, please contact our office.

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

Public Law 280, or for tribal nations that have had their SORNA functions delegated to the state. To the extent that the state is carrying out the registration and notification functions for a tribe, regardless of whether that tribe is a SORNA tribal jurisdiction, the state may apply for funding to support those activities. For states that have SORNA tribal jurisdictions, the state may apply for funding to enhance their collaboration with those jurisdictions. 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.

If a jurisdiction wishes to collaborate with another jurisdiction in an approach or on a project, the applicants must include supporting documentation, such as a letter of cooperation, a memorandum of agreement or understanding or an interagency agreement that demonstrates the collaborative endeavor from each SORNA jurisdiction involved in the collaboration. Likewise, to the extent that the state is carrying out the registration and notification functions for a tribe, the state should include a letter of support or cooperation and/or an MOU that indicates that the local jurisdiction or tribe is in agreement with and supportive of the proposed activities.

PORTIA GRAHAM: Our next section discusses preparing an application. Over the next several slides, you will be provided a step-by-step guide for preparing an application for submission for the AWA solicitation. There are several elements that make up the application and each of these elements must be completed for you to receive funding consideration. We will explain how each application must meet the basic minimum requirements defined in the solicitation to proceed to peer review, where the application will be evaluated and scored. Keep in mind that a successful peer review score will primarily be based on the merit of the proposed project, as well as the quality and thoroughness of the information provided in your application to support the proposal. Note that peer review is only one of several considerations used in making a funding decision. 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 the AWA solicitation document.

Application elements. First, let's start with the elements of the application that must be included in the application for it to meet the basic minimum requirements to advance to peer review and receive consideration for funding. These are — the proposal abstract, which should be no more than 400 words; a proposal narrative, which is made up of several components; and a budget web-based form, which includes the budget detail and the budget narrative. It is critical to note that if OJP determines that an application does not include these elements, it will neither proceed to peer review nor receive further consideration.

About the proposal abstract, new this year is that the abstract is now considered a critical element in meeting the basic minimum requirements to move an application forward to peer review. A proposal abstract, no more than 400 words summarizing the proposed project, which includes its purpose, primary activities, expected outcomes and service area, intended beneficiaries 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 OJP Grant Application Resources Guide for further detail.

Other required attachments are described in detail in the solicitation document, such as goals, objectives and deliverables, associated budget documents and more.

Description of the issue. Included in the proposal narrative is a description of the issue, which is worth 20% of the overall application score. In the proposal narrative, an applicant should clearly state how the proposed activities are responsive to any unmet implementation requirements identified in the jurisdiction's most recent SORNA substantial implementation review. In plain language, be sure to discuss the jurisdiction's status related to substantial implementation of SORNA, including any issues that need to be addressed to either substantially implement or maintain implementation of SORNA. 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.

The next review criteria is project design and implementation. This information should also be included in the proposal narrative section, and it is very important as it is worth 30% of the overall application score. In this section, an applicant should describe the goals of the proposed project, including objectives and intended outcomes. For goals, outline how the proposed project will move the jurisdiction closer to substantial implementation of SORNA, or how it will help to maintain or enhance its SORNA compliance status. Specifically, identify in the proposal narrative each SORNA requirement that may be implemented or enhanced as a result of the proposed project. An applicant must clearly describe the project's goals, objectives and deliverables, and these elements must be specific, measurable, realistic and time-limited.

For objectives, an applicant should explain how the program will accomplish its intended goals. Objectives should be quantifiable and describe the steps needed to accomplish project goals. When formulating project goals and objectives, an applicant should take into account the performance measures identified in the solicitation that will be required of successful applicants.

SORNA implementation plan for jurisdictions that have not implemented SORNA. For these applicants, discussion of a jurisdiction's planned activity should include information regarding the jurisdiction SORNA implementation plan. The plan should include a list of involved individuals and entities and their responsibilities regarding SORNA implementation. It is expected that successful applicants will report on their jurisdictions' SORNA implementation progress in their semiannual progress reports.

SORNA maintenance plan for jurisdictions that have been found to have substantially implemented SORNA. These applicants should include the date they were found to have substantially implemented SORNA. For these applicants, 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, if successful, applicants will report on their jurisdictions' SORNA maintenance progress in their semiannual progress reports.

The next part in review criteria is capabilities and competencies. The project narrative must also include a statement about an applicant's capabilities and competencies. This section is worth 25% of the overall application score. In this section, you must describe the management structure and staffing of the project, which includes defining roles and responsibilities of the organizational and functional components and personnel. This section should also describe the experience and capabilities of the applicant and any proposed subrecipients, including contractors and consultants that will be used to implement and manage the project, highlighting any previous project experience of similar design or 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. Position descriptions and résumés of key personnel and positions must be attached to your application.

Plan to collect data required for solicitation's performance measures. Applicants should describe how performance will be documented, monitored and evaluated, including how this information will be used to guide and evaluate the program. This portion is worth 5% of the overall application score. Any additional performance metrics that will be used by the applicant to assess program effectiveness should be noted, as well as the process by which this data will be collected. OJP requires each successful applicant to submit regular performance data as part of their semiannual progress reporting to demonstrate the results of the work carried out under the award. The performance data should directly relate to the goals, objectives and deliverables identified in the application. Note, an applicant is not required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirement. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJP will require each award recipient to submit regular performance data that show the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified in the goals, objectives, and deliverables discussion. A list of performance measure questions for this program can be found under the Performance Measures section of the full citation.

Another review criteria is budget. This is an important section of the application, and it is a web-based worksheet and narrative. Items included in the budget should correspond with the proposed goals, objectives and deliverables identified in your application. This section is worth

10% of the overall application score. Please note that there is no match required for the AWA Grant Program. Applicants must use the web-based budget narrative and worksheet form in JustGrants to provide this information. This will help ensure that the budget aligns with OJP budget categories, and the budget costs are broken out by year. The budget narrative should thoroughly and clearly describe each category of expenses listed in the budget worksheet. OJP expects proposed budgets to be complete, mathematically sound and cost-effective. An applicant should demonstrate in the budget narrative how it will maximize cost effectiveness of award funding.

A current negotiated indirect cost rate agreement should be included with your submission, if indirect costs are requested. If a current IDC is not available, an expired indirect cost rate agreement may be attached for reference. However, funding that supports indirect costs will be withheld until a new signed agreement is in place. If awarded, it is critical that you have submitted a clear and complete budget worksheet in order to receive a timely final budget clearance and receive access to the funds requested. See the OJP Grant Application Resources Guide for Information on the financial management and system of internal controls questionnaire and disclosure of process related to executive compensation. As a reminder, OJP does not typically approve pre-agreement costs. Please see DOJ Grants Financial Management Guide for more information.

The plan for SORNA sustainability is worth 5% of the overall application score. In this section, you should discuss how the proposed project will reduce the jurisdiction's long-term costs in registry operation and maintenance, how the program will continue to operate beyond the grant award period and, if personnel costs are supported by grant funds, how these positions will be maintained beyond the grant award period.

Other required items under the grant application will be scored with a value of up to 5%. These include items such as the project abstract, project timeline, position descriptions and résumés, organizational chart and memoranda of understanding, and the indirect cost rate agreement where applicable. It should be emphasized that it is important to obtain a current indirect cost trade agreement where it's applicable. An expired agreement may be attached for reference, but a special condition hold for these funds will be placed on award until a current rate is obtained and submitted. It is important to work on obtaining these documents as early as possible as the delays encountered to obtain one may be significant. See the OJP Grant Application Resource Guide for more information.

Generally allowable activities and costs. Examples of generally allowable activities and costs under AWA include personnel, fringe benefits and equipment. The OJP Financial Guide defines equipment as items with a per unit value over \$5,000. Examples of equipment include but are not limited to digital fingerprint and palm print technology; DNA collection, storage and security items; fingerprint identification readers; and vehicle purchases. Please note that vehicle purchases are reviewed and approved on a case-by-case basis. A robust justification and a cost benefit analysis is required and should be attached with your application.

Supplies are also allowable. Some of the items under supplies include computers, scanners, printers, copiers, which also require a justification. Some items that are allowable include registration-related equipment such as cameras, kiosks, radios, tablets, as well as general office supplies, printing and educational materials. Supplies are items including electronics with a per unit cost of less than \$5,000 per item and a life expectancy of less than three years. The grantee must provide justification when requesting such items as desktop and laptop computers, which are limited to SORNA staff only for a period of not more than three years.

Generally allowable activities and costs include travel. An applicant may budget for travel and lodging expenses for up to three people to travel and participate in SMART-sponsored training events or conferences whose locations are still to be determined. This may include a meeting for a minimum of three days and two nights.

Training, seminars or conferences, and any other SORNA-related activity to include officer safety topics is another allowable cost. Technical assistance meetings fall under this category as well. For implemented jurisdictions, jurisdictionwide trainings and conferences are an allowable cost. Some of the other allowable costs under travel are mileage, local travel to attend meetings, perform verification checks, using a personal or jurisdiction vehicle with a mileage log required. Not allowable is gas and fuel costs, except with approved rental cars and vehicle maintenance. Car rentals must be approved. Please remember that all proposed travel costs must align with GSA travel guidelines or established written travel policies for the applicant agency. Rental cars must have prior approval from the SMART grant manager in all instances.

Subawards and contracts. Additional costs and activities that may be allowable include subawards to other entities that are responsible for the jurisdiction's SORNA-related activities or contracting for materials or professional services with justification. Any contract or subaward must use established agency guidelines for competitive procurement processes. And you must follow the guidelines in the DOJ Financial Guide for limits on sole source vendors in daily rates and daily rates for consultants.

Generally allowable activities and costs include rental space, office space, meeting space and event space; software, including upgrades, licenses and subscriptions; utilities, internet access- and telephone service; officer identification and visibility materials; and conference registration fees.

Unallowable activities and costs. It is important to note that unallowable activity costs include construction, food and beverage, gift cards, pre-paid phone cards, stipends, gasoline, fuel and maintenance, vehicle maintenance, repairs and vehicle insurance. Note that there are no conference giveaways allowed. All items must be educational.

ANGEL WINTERS: Hello. I am Angel Winters, and I am a grant manager within the SMART Office. I will be discussing application components, disclosures and assurances, how to apply and technical support. For any attachments, please ensure that the file names are clear and descriptive so they can be easily identified by those individuals reviewing your application. For

example, if you are attaching a program abstract, you can simply name it "Program Abstract" to minimize any confusion. Other application components that are required to be attached to your application at the time of submission include a project timeline, outlining your projected activities and milestones over the life of the grant, résumés of key personnel that will be working on the grant and an organizational chart.

An application in response to the solicitation may, if applicable, require inclusion of tribal-authorizing documentation that notes the tribe's election to carry out of the requirements of SORNA. The applicant will upload the tribal authorizing documentation as an attachment in JustGrants. See the OJP Grant Application Resource Guide for more guidance on this requirement.

If your application, including your 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 also list the entities with which the applicant proposes to contract. OJP offers several resources regarding procurement contracts and subawards under OJP awards, including a toolkit for OJP recipients, a checklist to determine subrecipient or contractor classifications, sole source justification fact sheet and sole source review checklist. The legal instrument used does not determine whether it is a procurement contract or a subaward, rather it is the substance of the work being completed.

If an entity or organization is completing or reporting on data, or progress toward goals and objectives defined in a grant application on behalf of the primary awarded agency, it is likely a subaward. Please note that any proposed subaward must be approved by the SMART Office. We may consider administrative priorities among other factors and determine whether to approve any such subaward. Please refer to the OJP toolkit for detailed information regarding subawards. Note that primary recipients have additional monitoring requirements for subawards. Applicants should provide a list of these contracts as a separate sheet entitled "Proposed Noncompetitive Procurement Contracts." Visit the OJP Grant Application Guide for more information.

Please be sure to refer to the Disclosure and Assurances section contained in the application checklist at the end of the solicitation. The following disclosures must be uploaded to JustGrants at the time of the application submission. Disclosure of lobbying activities. An applicant that expends any funds of lobbying activities to influence or attempt to influence a covered federal action, such as the making of a grant, is to provide all the information requested on the disclosure of lobbying activities form or the SF-LLL, which is completed in Grants.gov as part of initiating your application submission.

The disclosure of duplication in cost items. The applicant must disclose whether it has any pending application for federally funded grants or cooperative agreements that include requests for funding to support the same project being proposed in the application under the solicitation and would cover any identical cost items outlined in the budget submitted to OJP as part of the application under the solicitation. You must also include the DOJ Certified Standard



Assurances agreement between the Department and the grantee outlining the legal fiduciary responsibilities of the grantee related to the administration of the award. An applicant that is designated as a high-risk grantee by DOJ is to submit a separate attachment to its application, information that OJP will use among other pertinent information to determine whether it will consider or select the application for an award under the solicitation. Please note that failure to include these items in the application package will delay processing if awarded, as well as potentially delaying grantee access to funding post-award.

Please note that the programmatic and financial points of contact for the award must complete the DOJ Grants Financial Management Training course within 120 days of award acceptance. Failure to complete this requirement will result in award funds being frozen until the requirement is satisfied. There is some allowance if you have completed this training within a three-year period. If this is the case, you would need to provide the official certificate of completion as proof that you have satisfied this requirement.

Over the next few slides, I will discuss how to apply. The pre-application process involves first locating the funding opportunity on Grants.gov. You can conduct a search using the opportunity number. The opportunity number can also be found in the solicitation document or through a search of the Catalogue of Federal Domestic Assistance, better known as CFDA, No. 16.750, entitled "Support for Adam Walsh Implementation Grant Program." For more information on this process, you can refer to the OJP Grant Application Resource Guide.

Step one. Applicants must register in Grants.gov, so it is important to ensure that your organization's Grants.gov registration is active as this could prevent you from submitting by the Grants.gov deadline, which will subsequently prevent you from submitting to JustGrants. Applicants must submit an SF-424 and SF-LLL in Grants.gov. The SF-424 must include the legal agency name and address as registered with SAM.gov as well as the name and contact information of the agency's authorized representative. For example, your executive director or tribal leader can be identified as the authorized representative. The SF-LLL which is a disclosure of any lobbying activities, must also be submitted in Grants.gov along with the SF-424 to successfully complete step one of the application process. Please note that lobbying activities are not supported by AWA grant funds. Failure to register in Grants.gov by the deadline will prevent you from advancing to step two, hence prohibiting you from applying for AWA funding in 2023.

Please be sure to correct the name and title of any individuals listed. Also, it will be helpful to include a point of contact different from the agency's authorized representative who can address any issues with the application in a timely manner. Before submitting any application, all applicants must register with the System of Award Management, which is SAM. You can 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. OJP urges applicants to submit applications at least 72 hours prior to the application due date.

Step two of the application process is the submission in JustGrants of the full application including all application components and attachments. To aid in this process, please use the application checklist located at the end of the solicitation to ensure you have included all required application components. OJP urges all applicants to submit applications at least 72 hours prior to the due date to address any issues within the application submission process that may arise. When the application has been submitted successfully in JustGrants, the applicant will see a green banner across the top of the screen containing a confirmation message. The applicant will then receive a confirmation email from JustGrants.

Please see the technical support information listed here and in the solicitation for Grants.gov. For assistance with the submission of the SF-424 and SF-LLL, you can contact Grants.gov through their toll-free number 1-800-518-4726 or email address at support@grants.gov. The customer support line for Grants.gov operates 24 hours a day, seven days a week, except for federal holidays. Grants.gov also has resources for applicants on its website that may be of interest to you, including checking your eligibility, applying for grants, frequently asked questions and even tracking your application.

The JustGrants system also provides technical support to assist applicants with the application process. This slide provides the contact information needed to contact the JustGrants Technical Support Team. Experiencing unforeseen technical issues preventing submission of an application, OJP will only consider request to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented application submission. 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 a tracking number generated when the applicant contacts the associated service desk to report technical difficulties. And tracking numbers are generated automatically when an applicant emails the associated service desk. For this reason, applicants are encouraged to email the associated service desk even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number. See the solicitation document for more detail.

STEPHANIE CARRIGG: This is Stephanie Carrigg again and I'm going to close us out by talking about resources and tools that are available to our jurisdictions.

This slide contains a list of resources and tools available to all of our registration jurisdictions. SMART.gov is the SMART Office's official website, and includes several tools to assist jurisdictions in their efforts to implement SORNA, including a checklist and the other items listed here.

The Dru Sjodin National Sex Offender Public Website, or NSOPW.gov, is a public website that enables the public to simultaneously search all registration jurisdictions' public registry websites. The SORNA Exchange Portal is web-based tool that the SMART Office created. The

portal facilitates various communications between registration jurisdictions, most notably, notifications between jurisdictions regarding sex offender relocation. The Sex Offender Registry Tool, or SORT, provides local registration agencies with their own specialized public sex offender registry websites and can function as the state-level administrative registry system. The Sex Offender Management Assessment and Planning Initiative, or SOMAPI, is a large-scale project designed to assess the state of research and practice in sex offender management.

There are also many resources and tools that our office has designed specifically for tribal jurisdictions. The Tribe and Territory Sex Offender Registry System, or TTSORS, is the tribal counterpart to SORT, and functions as the jurisdiction-level registry system. It also includes a customizable public website. The Tribal Access Program is a Department of Justice program that supports tribes in analyzing their needs for national crime information, and it helps to provide appropriate solutions including a biometric, biographic computer workstation with capabilities to process finger and palm prints, taking mug shots, and submitting records to national databases, as well as accessing CJIS systems, such as NSOR, for criminal and civil purposes.

The SORNA Model Tribal Code assists tribes in developing or updating existing sex offender registration legislation to meet SORNA requirements. And lastly, the Guide to SORNA Implementation in Indian Country provides registry personnel with information needed to assist in efforts toward implementing SORNA. SORNA tribal training and technical assistance is also available to assist tribes in these efforts.

For solicitation questions, please reference the contact information provided in the solicitation. If you have general questions, please contact the SMART Office at the phone number or email listed here. Thank you.