

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



SMART FY 2021 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) is seeking applications for funding under the SMART FY 2021 Support for Adam Walsh Act Implementation Grant Program. This program furthers the Department'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

For the purposes of this solicitation, 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 purposes of this solicitation, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the 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 must submit a tribal resolution that documents the tribe's election to do so.

The SMART Office will prioritize funding to the following:

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.
Tribal applicants that have not implemented SORNA, but whose SORNA registration activities have not been

- delegated to the state, if the funds are being used to move the tribe closer to 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.
 5. Jurisdictions that have not previously received funding under this program.

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 2021 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 new 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](#).

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

Contact Information

For technical assistance with submitting the **SF-424 and 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 webpage](#), 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 Monday through Friday, and from 9 a.m.– 5 p.m. Eastern Saturday, Sunday and federal holidays.

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must email the SMART Office contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline.

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

Submission Information

In FY 2021, applications will be submitted to OJP in a **new two-step process**.

Step 1: Applicants must [register with Grants.gov](#) and will submit an **SF-424 and an SF-LLL** in Grants.gov. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

Step 2: Applicants will 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](#).

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Program Description

Overview

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). SORNA (34 U.S.C. § 20901 et seq.) was enacted to provide a comprehensive set of minimum 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

This program is authorized pursuant to the 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/or 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 offender 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 National Sex Offender Public Website (NSOPW.gov), and inter-jurisdictional 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 Guideline, 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 to implement the Sex Offender Registration and Notification Act. The program works to improve public sex offender registry systems to support and maintain SORNA compliance.

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/notification programs or address any SORNA requirements 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 implemented status based on addressing any deficiencies identified in SMART's most recent SORNA substantial implementation review for the jurisdiction.

For tribal jurisdictions that have not yet substantially implemented SORNA, applicants must have received a SORNA substantial implementation review, submitted materials for review or requested and received a “reasonable time” extension from the SMART Office. If the jurisdiction has received a substantial implementation review, the applicant must explain how the proposed project will bring the jurisdiction closer to implementation based on SMART's most recent review.

Deliverables

In developing and/or enhancing efforts or programs designed to implement or maintain SORNA standards, applicants may propose specific strategies and projects 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 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

- Tribes that have been found to have substantially implemented SORNA may apply for funding to —
 - Develop, improve or sustain registration and notification functions and activities, including developing community education programs on sex offender topics (e.g., promoting an understanding of the tribe's sex offender registration, notification, treatment and community supervision strategies; safety planning; and facts and statistics about sexual offending and offenders), 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, and shared public registry website) 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 including for tribes located in states that fall under Public Law 83-280 (PL 280) or for tribal nations that have had their SORNA functions delegated to the state.*
- State jurisdictions are encouraged to specifically address the unique needs of the tribes located in their state in any project design for statewide SORNA implementation.
- State jurisdictions 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: 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, so as to avoid receiving duplicate funds for the same activity.

The goals, objectives and deliverables set forth by the applicant must be reflected in the performance measures collected by a successful applicant and must illustrate and capture the results of the work completed, as discussed under **Application and Submission Information**.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in 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](#).

OJP Priority Areas

In FY 2021 and in addition to executing any program-specific prioritization that may be applicable, OJP will give priority consideration to applications as follows:

- **Applications that address specific challenges that rural communities face.** To receive priority consideration under the rural priority, applicants must describe what makes the geographic service area rural (using U.S. Census Bureau or other appropriate government data; for assistance, applicants may wish to refer to the [U.S. Census Bureau's Urban and Rural Classification page](#)), how isolated the area is from needed services, and how they will address specific challenges in rural communities.
- **Applications that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties.** To receive priority consideration under the poverty priority, the applicant must provide information to demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties. For purposes of this priority consideration, the term "high-poverty area" means any census tract with a poverty rate of at least 20 percent as measured by the Census Bureau's [American Community Survey from 2013–2017 5-year data series](#) (applicants can search by census tract) and the term "persistent poverty counties" means any county that has had 20 percent or more of its population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates (applicants can search by county at [Population by Poverty Status by Counties tables](#) and at [Small Area Income and Poverty Estimates Program page](#)).
- **Applications that offer enhancements to public safety in economically distressed communities (Qualified Opportunity Zones).** To receive priority consideration under the Qualified Opportunity Zones (QOZs) priority, applicants must include information that specifies how the project will enhance public safety in the specified QOZs. For resources on QOZs, and for a current list of designated QOZs, see the U.S. Department of the Treasury's [Opportunity Zones Resources](#) webpage.

OJP policy priority consideration will consist of receiving additional points in the application scoring process. Receipt of priority consideration does not guarantee that an application will be funded; nor will the failure to receive priority consideration necessarily mean that an application will not be funded.

Federal Award Information

Awards, Amounts and Durations

Anticipated Number of Awards

65

Anticipated Maximum Dollar Amount of Awards

\$400,000.00

Period of Performance Start Date

10/1/21 12:00 AM

Period of Performance Duration (Months)

36

Anticipated Total Amount to be Awarded Under Solicitation

\$18,000,000.00

Availability of Funds

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

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 (and cooperative agreements).

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. The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200. See [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 email 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-operated electronic 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 use of SMART-provided software resources.

Applicant proposals 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. (This process may change with further expansion of the Department's Tribal Access Program.) 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. Information on this process is available at the [SORNA Implementation Tools section](#) of SMART's Indian Country webpage.

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 i](#) information on Pre-agreement Costs (also known as Pre-award Costs)

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Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) information on 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 title page.

Application and Submission Information

The following application elements must be included in the application submission for an 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 that is nonresponsive to the scope of the solicitation.

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

The SF-424 will be submitted in Grants.gov. The SF-424 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.

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. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, applicants will need to add ZIP codes for areas affected by the project; confirm their authorized representative; and verify the organization's legal name and address.

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants web-based form.

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 Times New Roman 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 negatively consider such noncompliance in peer review and in final award decisions.

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

a. Description of the Issue. Applicants should describe the challenges that the jurisdiction faces in implementing or maintaining ongoing compliance with SORNA and the strategy for addressing those challenges, if grant funds are awarded. Applicants should describe steps taken to assess and analyze their current sex offender registration and notification systems in relation to SORNA implementation or ongoing compliance.

b. 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 responsibility regarding SORNA implementation. It is expected that successful grantees 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 grantees will report on their jurisdiction's SORNA maintenance progress in their semiannual progress reports.

c. 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

d. 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 measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives and deliverables identified under **Goals, Objectives and Deliverables.**

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.

Award recipients will be required to submit performance measure data and performance reports in JustGrants. Further guidance on the post-award submission process will be provided, if selected for award.

e. 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.

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](#) in the [OJP Grant Application Resource Guide](#).

Goals, Objectives, Deliverables, and Timeline

Applicants will submit their Support for Adam Walsh Act Implementation Grant Program goals, objectives, deliverables and

timelines in the JustGrants web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget and Associated Documentation

Applicants will complete the JustGrants web-based budget form.

Budget Worksheet and Budget Narrative (Web-based Form)

See the [OJP Grant Application Resource Guide for additional](#) 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)

Applicants will submit their indirect cost rate agreement by uploading the agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide for additional](#) information.

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

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide for additional](#) information.

Disclosure of Process Related to Executive Compensation

If applicable, applicants will submit a description of the process used to determine compensation by uploading the document and an attachment in JustGrants. See the [Disclosure of Process Related to Executive Compensation](#) 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 is in agreement with, and supportive of, the proposed activities.

Additional Application Components

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.

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.**

Tribal Authorizing Resolution

For Tribal Applicants:

- 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, applicants will submit the tribal authorizing resolution by uploading the resolution as an attachment in JustGrants.

Timeline Form

Submit 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.

Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable)

As is mentioned above, OJP will give priority consideration in award decisions to designated Qualified Opportunity Zones (QOZs). Each applicant proposing to receive priority consideration under the QOZ priority must provide a sufficient narrative explanation in order for OJP to identify clearly the public safety benefit the applicant anticipates that its project will have on a specified QOZ(s). The narrative and the list of affected QOZs (by census tract number) must be included as an attachment that is clearly labeled as addressing QOZs. The applicant may also include tables, charts, graphs or other relevant illustrations that may be useful in comprehending the manner in which the proposed project is anticipated to benefit a QOZ(s). Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

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. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

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 subrecipients, contractors and consultants.

Documentation of Rural Challenges (if applicable)

As is mentioned above, OJP will give priority consideration in award decisions to applications that address specific challenges that rural communities face. Each applicant proposing to receive priority consideration under the Rural Challenges priority must provide a sufficient narrative to include what makes the geographic service area rural (using U.S. Census or other appropriate government data), how isolated the area is from needed services, and how it will address specific challenges in rural communities. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

Documentation of High-Poverty or Persistent-Poverty Counties (if applicable)

As mentioned above, OJP will give priority consideration in award decisions to applications that demonstrate that the individuals who will benefit from the requested grant reside in high-poverty areas or persistent-poverty counties as defined above. Each applicant proposing to receive consideration under the High-Poverty Areas or Persistent Poverty Counties priority must provide a sufficient narrative explanation to identify each specific High-Poverty Area (by census tract number (s)) and/or each specific Persistent-Poverty County where individuals are intended to benefit from the requested grant and how the requested grant will address specific challenges in each such identified area and/or county. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

Organizational Chart

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

Disclosures and Assurances

Applicants will complete the following disclosures and assurances.

Disclosure of Lobbying Activities

Applicants will 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 DOJ Certified Standard

Assurance on the [OJP Grant Application Resource Guide](#).

Applicant Disclosure of Duplication in Cost Items

Applicants will 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; and Drug-Free Workplace Requirements. See [OJP Grant Application Resource Guide](#).

Applicant Disclosure and Justification: DOJ High Risk Grantees (if applicable)

If applicable, applicants will submit a disclosure and justification as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information. A DOJ High Risk Grantee is a 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.

How to Apply

Applicants will [register in Grants.gov](#) and submit an SF-424 and an SF-LLL in Grants.gov.

Applicants will submit the **full application**, including attachments, in [JustGrants](#).

For additional information, see the “How to Apply” section in the [OJP Grant Application Resource Guide](#).

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by February 1, 2021.

The **full application** must be submitted in JustGrants by 11:59 p.m., Eastern time, February 16, 2021.

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

Application Review Information

Review Criteria

a. Scored Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers. Applications will be evaluated 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 compliance 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%).** Completeness, cost effectiveness and allowability (e.g., reasonable, allocable, and necessary for project activities). 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 should 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

Other important considerations for the SMART Office include geographic diversity, OJP strategic priorities (specifically including those mentioned above relating to addressing specific challenges that rural communities face, high-poverty areas or persistent-poverty counties, demonstrable potential enhancement to public safety in one or more federally designated QOZs), 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 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 stated review criteria above.

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

- 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 any 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 take into account 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 award notifications and instructions.

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.

General Information about Post-Federal Award Reporting Requirements

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

Required reports. Recipients typically must submit quarterly financial reports, semiannual progress reports, final financial and progress 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 additional information on specific [Post-Federal Award Reporting Requirements](#), including performance measures 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 Freedom of Information and Privacy Act \(5 U.S.C. 552 and 5 U.S.C. 552a\)](#).

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 compliance.	Number of staff trained (if applicable)		Number of jurisdiction personnel trained on SORNA compliance/implementation 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 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
	Percentage of grantees that have increased information exchange between state/tribal/territory sex offender registration agencies and other SORNA jurisdictions or federal, state or local agencies.		Number of information exchanges between state/tribal/territory sex offender registration agencies and other SORNA jurisdictions or federal, state or local agencies, by type, through the SORNA Exchange Portal during the current reporting period.

Application Checklist

SMART FY 2021 Support for Adam Walsh Act Implementation Grant Program

This application checklist has been created as an aid in developing an application.

What an Applicant Must Do

Prior to Registering in Grants.gov:

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- 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 2021 Awards](#) in the [OJP Funding Resource Center](#).

Scope Requirement:

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

Eligibility Requirement:

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

- Submit **SF-424** and **SF-LLL** in Grants.gov

After 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 (see [OJP Grant Application Resource Guide](#))

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

- Contact the SMART Office regarding technical difficulties (see page 2)

Receive email notification to complete application in JustGrants:

- Complete Application in JustGrants

Content of Application Submission

The following items are critical application elements required to pass basic minimum requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- Proposal Narrative
- Budget Worksheet and Budget Narrative

Application Components:

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Standard Applicant Information (SF-424 info from Grants.gov)
- Proposal Abstract

Budget and Associated Documentation

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

Additional Application Components

- Timeline
- Memorandum of Understanding (if applicable)
- Resumes of key personnel
- List of procurement contracts
- Organizational chart
- ??Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))

- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Documentation of rural challenges (if applicable)
- Documentation of high-poverty areas or persistent poverty counties (if applicable)
- Documentation of enhanced public safety in federally designated Qualified Opportunity Zones (if applicable)

Disclosures and Assurances

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

Submit Application in JustGrants:

- Application has been successfully submitted in JustGrants

If JustGrants Application Submission, Validation, or Error Notifications are Received:

- Contact JustGrants.Support@usdoj.gov or 833-872-5175 regarding technical difficulties