

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



SMART FY 2021 Invitation to Apply — Maintenance and Operation of the Dru Sjodin National Sex Offender Public Website

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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 to enable law enforcement and the public to search existing state, territory and tribal sex offender registries for public sex offender data. With a single query from any internet-connected device, NSOPW searches state, territory and tribal public sex offender registries to deliver matches. This program furthers the Department's mission of keeping communities safe by promoting innovation and best practices in preventing and protecting the public from sexual violence.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding 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:

For profit organizations other than small businesses, Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Small businesses

In general, OJP expects that a prospective applicant that is sent an OJP Invitation Letter will be eligible to receive funding as described in the invitation. (Under certain circumstances, however, OJP ultimately may determine that an invited applicant is not, in fact, legally eligible to receive an award.)

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

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

Contact Information

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

For technical assistance with submitting the **full application (see below)** in DOJ's Justice Grants System (JustGrants), contact JustGrants Service Desk at 833-872-5175 or at JustGrants.Support@usdoj.gov. JustGrants Service Desk operates 5 a.m.–9 p.m. Eastern time Monday–Friday and 9 a.m.–5 p.m. Eastern time 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 Samantha Opong, program specialist, at 202-514-9320 or at Samantha.Opong@ojp.usdoj.gov.

Submission Information

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

Step 1: Applicants must [register with Grants.gov](#) and 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 must submit the **full application**, including attachments, in [JustGrants](#).

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) assists jurisdictions with developing and enhancing programs designed to implement the Sex Offender Registration and Notification Act (SORNA) of the Adam Walsh Act (34 U.S.C. § 20901, Title I et seq.). The Adam Walsh Act is designed to protect children and adults from sexual exploitation and violent crime, prevent child abuse and child pornography, promote internet safety and honor the memory of Adam Walsh and other crime victims. The Dru Sjodin National Sex Offender Public Website (NSOPW.gov) is a critical component of SORNA's scheme to provide a comprehensive national sex offender registration and notification system to notify and protect the public from sex offenders. NSOPW enables law enforcement and the public to search existing state, territory and tribal sex offender registries for public sex offender data. With a single query from any internet-connected device, NSOPW searches state, territory and tribal public sex offender registries to deliver matches.

Statutory Authority: This award is authorized pursuant to the relevant provision(s) of the Adam Walsh Child Protection and Safety Act, 34 U.S.C. § 20922 and funded pursuant to the Department of Justice Appropriations Act, 2021, Pub. L. No. 116-260; 134 Stat. 1182, 1258.

Specific Information

The Office of Justice Programs has supported NSOPW since 2005. In FY 2008, the SMART Office assumed management responsibility for this program as NSOPW is closely aligned with SMART's mission and jurisdictions' participation (including states, eligible Indian tribes, the District of Columbia and U.S. territories) is required by the Sex Offender Registration and Notification Act (SORNA), Title I of the Adam Walsh Child Protection and Safety Act of 2006. Since 2008, Congress has specifically appropriated funds for NSOPW.

NSOPW links to all state, territory, District of Columbia and tribal public sex offender registries, and allows nationwide searches for registered sex offenders with one query rather than searching jurisdiction by jurisdiction. In 2005, NSOPW.gov launched with the participation of just 21 states and the District of Columbia. Since its inception, NSOPW has been heavily queried by the public and has had over 100 million user sessions and over 1.9 billion page views. At present, all 50 states, the District of Columbia, American Samoa, Commonwealth of the Northern Mariana Islands, Guam, Puerto Rico, U.S. Virgin Islands and 151 tribes participate in NSOPW. Through NSOPW, SMART has provided a web-based sex offender registry system free of charge to all Indian tribes that have elected to implement SORNA and three of the five principal U.S. territories (American Samoa, Commonwealth of the Northern Mariana Islands and U.S. Virgin Islands), which allows for participation in NSOPW as required by SORNA.

In addition to maintenance and operation of NSOPW, this award supports enhancements of the SORNA Exchange Portal (a secure information-sharing system for SORNA jurisdictions as required under SORNA). This internet-based system provides a venue to streamline communication and coordination among jurisdictions' sex offender registry officials. The grant also supports two other components: The Tribe and Territory Sex Offender Registry System (TTSORS) and the Sex Offender Registry Tool (SORT). TTSORS assists tribes and territories with implementing SORNA: It functions as the administrative registry system and as the public sex offender registry website for jurisdictions. SORT provides state, District of Columbia and territory registration agencies with their own customizable administrative registry system and public sex offender registry website. It is designed to enhance information-sharing capabilities and maximize efficiency and cost effectiveness of registry system setup and ongoing maintenance.

Goals, Objectives, Deliverables, and Timeline

The goals, objectives and deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under Content of Application Submission.

Goals

The goals of the National Sex Offender Public Website and related technologies are to provide the public with information about registered sex offenders and facilitate information sharing among jurisdictions.

Objectives

The objectives of NSOPW are as follows:

- To provide the public with a single U.S. government website that links public state, territorial and tribal sex offender registries in one national search site.
- To provide jurisdictions with technology tools to register and track sex offenders.
- To provide jurisdictions with technology tools to share information about registered sex offenders with other jurisdictions.
- To provide jurisdictions with technology tools to provide community notification about registered sex offenders.

Deliverables

With this solicitation, the SMART Office seeks applications for funding to include the following project activities designed to deliver the following:

- Support all hosting, maintenance and operation of NSOPW.gov, including hosting a backup site at a separate location. The grantee must comply with all U.S. Department of Justice security requirements.
- Maintain and operate a secure communication system via the SORNA Exchange Portal between SORNA jurisdiction registry personnel and federal law enforcement for the purpose of sharing information about individual offenders

and other registry-related matters. Features include the ability to send and receive email, upload and transfer files, and a discussion platform with chat capabilities.

- Ensure that NSOPW.gov remains in full compliance with applicable provisions of SORNA and complies with any subsequent legislation that impacts its operation.
- Assist jurisdictions with the implementation of web services used to share data through NSOPW.gov.
- Make changes to NSOPW.gov within 24 hours of a request as part of the maintenance portion of the project.
- Provide statistics to SMART on the use of NSOPW.gov and the SORNA Exchange Portal on a monthly basis and have the capability to provide specific and requested information within 24 hours' notice.
- Provide auditing and monitoring tools to SORNA registration jurisdictions and to the SMART Office, and participate in auditing and monitoring activities as requested by the SMART Office.
- Provide continuous monitoring of all connections to NSOPW and remedy any malfunctions within a 24-hour period.
- Answer questions sent to the NSOPW "webmaster" from the public, SORNA jurisdictions and as directed through the SMART Office within 24 hours. On average, NSOPW receives three to five inquiries a day, ranging in complexity and length of response. The technical responses shall be based on the ability to re-create the situation as described in the correspondence. The procedural and policy responses shall be based on communication with the individual jurisdiction or agency involved in the query.
- Maintain and operate TTSORS to assist tribes and territories with implementing SORNA registry system requirements. TTSORS serves two purposes: to function as an administrative registry system and as the public sex offender registry website for jurisdictions. Jurisdictions that use TTSORS have the ability to collect all offender information required by SORNA, provide community notifications, and provide public sex offender searching through their website and NSOPW.gov.
- Develop and maintain an automated function in TTSORS and SORT that submits data to the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR), as well as the capability to query NSOR.

- Develop and implement enhancements to TTSORS that complement the workflow of the Tribal Access Program (TAP) workstation, enable integration with third-party software utilized by TAP and reduce duplicate entries by registration personnel.
- Assist states, the District of Columbia and territories with customizing and implementing SORT. This includes providing guidance on integrating SORT into a jurisdiction's existing registry system, which may have associated or ancillary costs that can include data migration, customization and integration into existing systems and tools.
- Develop and implement system enhancements to NSOPW, the SORNA Exchange Portal, TTSORS and SORT necessary to remain current with new and emerging technologies.
- Provide training and technical assistance to states, the District of Columbia, territories and tribes related to participation in NSOPW, the SORNA Exchange Portal, TTSORS and SORT.
- Develop and maintain the capability to allow verified users access to the SORNA Exchange Portal as a service on the Law Enforcement Enterprise Portal (LEEP) with a single sign-on, as well as additional products as directed by the SMART Office (e.g., TTSORS).
- Maintain and update the NSOPW mobile applications on Android and iOS.
- Actively work with all jurisdictions to allow searching by geographic coordinates, modifying searching capabilities as improvements become available.
- Participate in SMART national trainings and conferences, providing attendees with individual and group session support.
- Monitor, maintain and update, in consultation with the SMART Office, NSOPW's social media channels to include relevant content on sexual assault prevention and related safety tips.
- In consultation with the SMART Office, maintain and update the About, FAQs and Education and Prevention sections of NSOPW, as needed.
- Work with the SMART Office (as needed) to modify the project scope during the project period to address emerging needs that impact the operation of NSOPW, the SORNA Exchange Portal, TTSORS and SORT.

- Consult with the SMART Office for guidance and input on website content, design and functionality and technical assistance tools such as brochures and publications, as well as written materials such as fact sheets and training materials and provide logistical support.
- Demonstrate cultural competence in working with Indian Country, which includes understanding the rich diversity of tribal people and significance of self-determination and sovereignty when working with tribal jurisdictions.
- Demonstrate an understanding of the importance of information sharing between SORNA jurisdictions about sex offenders and the need for continued improvement in this area through the continued development or refinement of tools such as the SORNA Exchange Portal. The applicant must have experience in facilitating an advisory working group dedicated to criminal justice data sharing.

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 on evidence-based programs or practices, see the OJP Grant Application Resource Guide's [Evidence-Based Programs or Policies](#).

Information Regarding Potential Evaluation of Programs and Activities

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

Federal Award Information

General Guidance for Federal Award

Total number of awards the SMART Office expects to make: 1

Maximum dollar amount for award: Up to \$1 million

Total amount to be awarded: Up to \$1 million

Period of performance start date: October 1, 2021

Period of performance duration: 12 months

The SMART Office expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#).

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

This supplemental award is subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Cost Sharing or Matching Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

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

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

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the OJP Grant Application Resource Guide for 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 the title page.

Application and Submission Information

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.

The following sections must be included as part of the 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 proposal narrative fails to comply with these length restrictions, the SMART Office may negatively consider such noncompliance in final award decisions.

a. Description of the Issue OR Statement of the problem if research is involved: Applicant must describe the models used by states, territories and tribes to operate their sex offender public websites/registries. In particular, applicants must discuss existing challenges and/or complexities unique to these websites/registries, including how they are managed and how they interface with NSOPW. Discussion should highlight the issues associated with working with governmental entities in the areas of law enforcement and public information sharing, public policy and technical support and a thorough understanding of the information-sharing requirements of the Sex Offender Registration and Notification Act (SORNA).

b. Project Design and Implementation: Applicant must detail how the project will operate during the funding period and describe the strategy that will be used to implement the proposed project. This section should illustrate what activities are proposed for the project and describe how the strategy will support the goals and objectives. Applicant must outline how the proposed project will continue to manage, host and operate NSOPW, the SORNA Exchange Portal, Sex Offender Registry Tool and Tribe and Territory Sex Offender Registry System during all phases of the project period from initial grant receipt to closeout so that there is seamless continuation of operation and project activities. This section must also address efforts to be undertaken with participating jurisdictions (individual connections) to ensure continuity of operations and connection maintenance requirements and should include related national administrative and operational/enterprise-level efforts

c. Capabilities and Competencies: Applicant must describe the management structure and staffing of the project and include information that describes the roles and responsibility of key organizational and functional components and personnel. This section must describe the experience and capability of the applicant and any contractors that will be used to implement the project, and should highlight any previous experience implementing projects of similar design and magnitude. Discussion must demonstrate the applicant's competence and experience in working with state, territory and tribal government agencies, particularly sex offender registries and law enforcement information technology projects, as well as experience in supporting national and complex information-sharing efforts. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the project work plan. Position descriptions and résumés for key positions and personnel must be submitted as an attachment.

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures: The SMART Office does not require applicants to submit performance measures data with their applications. Performance measures are included as an alert that SMART will require successful applicants to submit specific data as part of their reporting requirements. For the

application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, if the applicant receives funding.

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.”

Applicants can also visit OJP’s performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

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 above in Goals, Objectives, Deliverables.

A list of performance measure questions for this program can be found before the appendix.

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 semiannually in JustGrants. Further guidance on the post-award submission process will be provided, if selected for award.

Note on Project Evaluations

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

Goals, Objectives, Deliverables, and Timeline

Applicants will submit NSOPW 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. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget Worksheet and Budget Narrative (Web-based Form)

Applicant will complete the JustGrants web-based budget 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)

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

Employee Compensation Waiver

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

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

Applicant 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, applicant 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 additional information.

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](#).

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.

Additional Application Components

Applicants should submit the following information as attachments to the application in JustGrants.

Curriculum Vitae or Resumes

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

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 proposal narrative.

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.](#)

Disclosures and Assurances

Applicants must complete and submit 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

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](#).

How to Apply

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

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** will be submitted in Grants.gov by January 26, 2021. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notification from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.

The **full application** will be submitted in JustGrants by February 9, 2021.

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

Application Review Information

Review Process

OJP reviews each application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. For invited applications, OJP reviews for consistency with the invitation letter and invited applicant guidance. See the [OJP Grant Application Resource Guide](#) for information on the application review process.

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, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the 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, the Assistant Attorney General will make all final award decisions.

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

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
Provide a single point of access for the public and law enforcement to search public sex offender registries hosted by states (including the District of Columbia), territories and tribes	Number of inquiries against NSOPW		Number of inquiries against NSOPW each month during the reporting period
	Number of states (including the District of Columbia), territories and tribes participating in NSOPW		Number of states (including the District of Columbia), territories and tribes participating in NSOPW during each month of the reporting period
	Number of deliverables completed on time as determined by SMART Office		Deliverables defined in the solicitation submitted to SMART Office
	Number of deliverables that meet expectations as defined by SMART Office		Deliverables defined in the solicitation approved by SMART Office
Provide training and technical assistance for jurisdictions to participate in NSOPW, SORNA Exchange Portal, SORT and TTSORS	Number of technical assistance events/activities conducted		Number of technical assistance events/activities conducted during each month of the reporting period, by type: a) NSOPW b) TTSORS c) SORT d) SORNA Exchange Portal
	Percentage of technical assistance requests completed with satisfactory resolution		
	Average response time for		Number of technical assistance requests closed out with

	<p>questions sent to webmaster or through the SMART Office inquiry line</p> <p>Total number of tribes and territories actively using TTSORS</p>	<p>satisfactory resolution during the reporting period</p> <p>Number of responses provided to questions sent to Webmaster during each month of the reporting period</p> <p>Number of hours to respond to each question sent to webmaster during each month of the reporting period</p> <p>Number of new tribes and territories utilizing TTSORS during each month of the reporting period</p> <p>Total number of tribes and territories utilizing TTSORS during the reporting period</p>
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Application Checklist

SMART FY 2021 Maintenance and Operation of the Dru Sjudin National Sex Offender Public Website

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): Up to \$1 million.

Eligibility Requirement

- Eligible applicants are limited to nonprofit and/or for-profit organizations that have demonstrated significant experience in providing website development, hosting and management; web services; service-oriented architecture; distributed information sharing systems; service to criminal justice-related users, law enforcement data and maintaining security protocols; and specialized training and technical assistance to the states, tribes and territories participating in Sex Offender Registration and Notification Act (SORNA) information sharing.
- 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:

- Submission has been received in Grants.gov
- Submission has 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 SMART regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

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 (web-based form)

Additional Application Components

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Intergovernmental Review
- Standard Applicant Information (SF-424 information 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

Additional Application Components

- Timeline
- Memoranda of understanding (if applicable)
- Position descriptions
- List of procurement contracts
- Organizational chart
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (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