

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



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The [U.S. Department of Justice, Office of Justice Programs' Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking \(SMART\) Office](#) is pleased to announce that it is seeking applications for funding under the SMART Office FY 2008 Support for Adam Walsh Act Implementation Grant Program. This program furthers the Department's mission by assisting state and local jurisdictions and federally recognized American Indian tribes, as specified in the eligibility section, with implementation of requirements under the Adam Walsh Child Protection and Safety Act of 2006, specifically Subtitle A of Title I, the Sex Offender Registration and Notification Act (SORNA). Jurisdictions are required to implement SORNA by July 27, 2009.

## **SMART Office Fiscal Year 2008 Support for Adam Walsh Act Implementation Grant Program Competitive Grant Announcement**

### **Eligibility**

Applicants are limited to states (including territories), units of local government, and federally recognized American Indian tribes, acting directly or through other public or private entities, as qualified in the eligibility section below.

(See "Eligibility," page 4)

### **Deadline**

All applications are due by 8 p.m. e.t. on May 7, 2008.

(See "Deadline: Applications," page 4)

### **Contact Information**

For assistance with the requirements of this solicitation, contact Jacqueline O'Reilly, Grant Program Specialist, at 202-514-5024 or [jacqueline.o'reilly@usdoj.gov](mailto:jacqueline.o'reilly@usdoj.gov). Answers to Frequently Asked Questions are also available.

This application must be submitted through [Grants.gov](http://Grants.gov). For technical assistance with submitting the application, call the *Grants.gov* Customer Support Hotline at 1-800-518-4726

**Grants.gov number assigned to announcement: SMART-2008-1852**

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# SMART Office FY 2008 Support for Adam Walsh Act Implementation Grant Program CFDA # 16.750

## Overview

The Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART) Office Support for Adam Walsh Implementation Grant Program assists state, local and tribal jurisdictions with developing and/or enhancing programs designed to implement the Sex Offender Registration and Notification Act (SORNA) under the Adam Walsh Act (AWA)(42 U.S.C. § 16901, *et seq.*). This act is designed to protect children and other vulnerable 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. SORNA was enacted to protect the public from convicted sex offenders and offenders against children by establishing a comprehensive national system for the registration of those offenders.

## Deadline: Registration

Registering with Grants.gov is a one-time process; however, if you are a first time registrant it may take up to 5 business days to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. **Note: Your Central Contractor Registry (CCR) Registration must be renewed once a year. Failure to renew your CCR registration will prohibit submission of a grant application through Grants.gov.**

## Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. e.t. on May 7, 2008.

## Eligibility

Applicants under this initiative are limited to states, units of local government, and federally recognized American Indian and Alaska Native tribes that are eligible under SORNA section 127 to carry out the functions of SORNA and have elected to do so, or that will work collaboratively with a state government to implement the requirements of SORNA. Applicants may act directly as States, units of local government or tribes or through other public or private entities (see below regarding multi-disciplinary/multi-jurisdictional collaboratives). The term state refers to any State of the United States, the District of Columbia, and the principal U.S. territories. The term jurisdiction is defined in the current SORNA national guidelines as any State of the United States, the District of Columbia, the principal U.S. territories and federally recognized American Indian tribes to the extent provided by SORNA section 127. According to the national guidelines,

jurisdictions may carry out sex offender registration and notification functions through their political subdivisions, to include units of local government. A unit of local government is a town; township; village; parish; city; county; other general purpose political subdivision of a State. Preference will be given to jurisdictions that did not receive funding under the FY07 SMART Office Support for Adam Walsh Act Implementation Grant Program.

Applications may address implementation of SORNA in a single jurisdiction or may involve collaborative multi-jurisdictional efforts to implement SORNA. Tribes that have elected to carry out the requirements of SORNA may implement solely for the specific tribe or may choose to enter into a consortium of tribes that have elected to carry out the requirements of SORNA. For example, several tribes may chose to form a consortium to conduct address verification projects; share kiosks; or jointly staff or share registry offices or other facilities used for registration. Tribes subject to the law enforcement jurisdiction of a state under 18 U.S.C. § 1162 and tribes that elected not to carry out the requirements of SORNA, thus designating the State as the entity responsible for implementation of SORNA for that tribe, may collaborate with a State government to implement a requirement of SORNA. Applications from units of local government may address efforts that cross jurisdictional boundaries. For example, city and county may collaborate to implement a requirement of SORNA, such as addressing cross-jurisdictional sex offender apprehension efforts.

Applications will also be accepted from multi-disciplinary collaboratives. As such, a lead agency that is not eligible for funding in its own right may meet eligibility requirements through partnering with an eligible agency. This may include public and private entities. These applications must include supporting documentation, such as an interagency agreement, memorandum of understanding, or letter of cooperation, which demonstrates the collaborative endeavor. In order to establish eligibility, a letter of authority must be submitted which demonstrates that the collaborative partner agency has the requisite authority to conduct sex offender registration, notification and management activities for the jurisdiction. Additionally, the application must demonstrate that the collaborative effort will produce a measurable and final product that enables the jurisdiction to meet the minimum standards of SORNA as well as outline each partner's respective responsibilities under the collaborative. Private entities that are for-profit must agree to waive any profits and fees for services.

Applications will be considered only for jurisdictions that have the intention of substantially implementing the requirements of SORNA.

**Federally Recognized American Indian Tribes and Alaska Native Tribes.** All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal counsel or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution, or other enactment of the tribal counsel or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

Tribes that were designated as being eligible to make an election to carry out the requirements of SORNA, according to SORNA section 127, should submit a copy of the tribal resolution documenting that election.

Applicants are encouraged to review the Civil Rights Compliance section under “Additional Requirements” in this announcement.

## **Adam Walsh Act Implementation Grant Program-Specific Information**

### Purpose

The Adam Walsh Act (AWA) Implementation Grant Program assists state, local, and tribal jurisdictions with developing and/or enhancing programs designed to implement requirements of the Sex Offender Registration and Notification Act (SORNA) under AWA. In summary, SORNA requires: (1) all States, the District of Columbia, the principal U.S. territories, and 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 resides, is an employee, or is a student. SORNA also sets forth requirements for sex offender registries, to include: specified required information, duration of registration, and in-person verification of sex offender identity as well as participation in the Dru Sjojin National Sex Offender Public Registry. For more specific information about compliance with SORNA and access to the current national guidelines on sex offender registration and notification, please visit [www.ojp.usdoj.gov/smart/guidelines.htm](http://www.ojp.usdoj.gov/smart/guidelines.htm).

For information and resources on AWA, visit [www.ojp.usdoj.gov/smart](http://www.ojp.usdoj.gov/smart).

### Goals, Objectives, Deliverables

Applicants must demonstrate how their programs will work to facilitate compliance with SORNA. In developing and/or enhancing programs designed to implement SORNA, applicants may propose specific strategies and projects including, but not limited to:

- Developing or enhancing specialized units and functions in law enforcement agencies in furtherance of the objectives of SORNA.
- Developing or enhancing sex offender registration programs or functions.
- Improving law enforcement and other justice agency information sharing as it relates to sex offender registration and notification compliance and accountability.
- Developing or enhancing local absconder apprehension efforts.
- Developing or enhancing strategies to enforce SORNA requirements for non-compliant sex offenders.
- Collecting, storing, analyzing, and using sex offender biometric data (finger and palm prints) and DNA for investigative purposes.
- Providing support for coordinated interagency and interjurisdictional efforts in these areas.

The SMART Office has initiated the development of information technology to be provided to SORNA jurisdictions for the purpose of meeting requirements of participation in the Dru Sjojin National Sex Offender Public Registry, to include software such as: mapping and thumbnail photograph technology, geographic radius and email address search applications, and community notification and email notification applications. For

this reason, it is recommended that applicants avoid proposals that include similar software expenditures. Software purchases that would be permissible could include software needed to support kiosks or facilitate information-sharing between a jurisdiction's sex offender registry and other law enforcement-operated electronic systems or databases and tracking systems as well as software that facilitates sex offender tracking and management. Software or hardware purchases to establish an independent sex offender registry are allowable only for jurisdictions as defined by SORNA section 111(10). Applicant proposals may include the purchase of equipment for items such as digital finger and palm print technology and computer hardware.

State-level agencies applying for funding must submit with their application evidence of the State's intention to substantially implement the requirements of SORNA in the form of an official letter signed by the designated State agency official leading the State's effort to substantially comply with and implement the requirements of SORNA. Units of local government eligible to apply must include with their application a status report that summarizes current State efforts under SORNA. Tribal applicants must identify eligibility status by indicating whether the tribe is a tribe where registration responsibilities were delegated to the state or a tribe that has elected to carry out the requirements of SORNA. Tribes that have elected to carry out the requirements of SORNA must submit the tribal resolution which documents the tribe's election to do so. Applicants who fail to include this information will not be considered for funding.

#### **Award information**

Individual grant awards will be up to \$300,000 for a period of up to 12 months. Ten percent of the total amount awarded will be set-aside for tribal jurisdictions.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is anticipated that any award that may be made under this solicitation should be awarded not later than September 30, 2008.

**Limitation on use of award funds for employee compensation; waiver:** No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110% of the maximum annual salary payable to a member of the Federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at [opm.gov](http://opm.gov).)

*This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application.*

#### **Match Requirement:**

A grant made under this program may not cover more than 75 percent of the total costs of the project being funded. The applicant must identify the source of the 25 percent non-federal portion of the budget and how match funds will be used. Applicants may satisfy this match requirement with either cash or in-kind services or a combination of both. The formula for calculating the match is:

Award amount = Adjusted Project Costs X Recipient's share = required match  
Federal Share

Example: 75/25% match requirement

For a federal award amount of \$300,000, match would be calculated as follows:

$$\frac{\$300,000}{75\%} = \$400,000 \times 25\% = \$100,000 \text{ match}$$

Matching funds are restricted to the same uses of funds as allowed for Federal funds. The match requirement can be satisfied with either cash or in-kind services. An in-kind match must be documented in the same manner as grant-funded activities. The cost of activities counted as match must be directly related to the project goals and objectives, and should be included as part of any evaluation or assessment. The budget details and budget narrative must identify the source of the 25 percent non-Federal portion of the budget, and provide details about how the matching funds will be used.

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
Ensure compliance with the Sex Offender Registration and Notification Act under AWA.	Percentage of registered sex offenders in compliance with sex offender registry requirements.	<p>Total number of offenders who are registered in the jurisdiction each month during the project period.</p> <p>Total number of offenders who are in compliance with AWA registry requirements each month during the project period.</p> <p>Total number of offenders identified for non-compliance with AWA registry requirements during each month of the project period.</p>
Enhance jurisdiction's efforts to ensure victim and public safety	Percentage increase in compliance enforcement efforts and community notifications	Total number of enforcement cases undertaken to ensure offender compliance with AWA registry requirements during each month of the project period.
For tribal jurisdiction grantees	Number of	Number of policies or

who are newly implementing sex offender registry and notification requirements:	programs/policies/procedures created or amended for purpose of compliance	procedures created or amended
	Number of sex offenders identified in the jurisdiction	Total number of offenders registered in the jurisdiction in each month during the project period

## How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative -- Grants.gov -- is a "one-stop storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

**Grants.Gov Instructions:** Complete instructions can be found at [www.grants.gov](http://www.grants.gov). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

**Note: Grants.gov does not support the Microsoft Vista Operating system.** The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".DOCX." Please ensure the document is saved using "Word 97-2003 Document (\*.doc)" format.

**Please also note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments.** OJP's Grants Management System (GMS) downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. These disallowed file types include, but are not limited to, the following extensions: ".com", ".bat", ".exe", ".vbs", ".cfg", ".dat", ".db", ".dbf", ".dll", ".ini", ".log", ".ora", ".sys", and ".zip".

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.750, titled "Support for Adam Walsh Act Implementation Grant Program", and the funding opportunity number is \_\_\_\_\_.

**A DUNS number is required:** The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.



## What an Application Must Include

### Standard Form 424

#### **Program Abstract and Narrative (Attachment 1)**

**Program Abstract:** Applicants must provide an abstract that clearly identifies the scope of the proposed project; the amount of federal funding requested; and the activities that will be implemented to achieve project goals and objectives... The abstract must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 1 page.

**Program Narrative:** The program narrative must respond to the solicitation and the selection criteria. Submissions that do not adhere to the format will be deemed ineligible. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 20 pages. Please number pages "1 of 20," "2 of 20," etc.

**Applications that involve a multi-disciplinary collaborative which includes for-profit or non-profit organizations must detail in the program narrative how the final product provided will meet substantial compliance with a requirement under SORNA.**

#### **Budget and Budget Narrative (Attachment 2)**

Applicants must provide a budget that is complete and allowable. Applicants must submit a budget worksheet and budget narrative in one file. A fillable budget detail worksheet form is available on OJP's web site at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). Applicants must provide a detailed breakdown of projected costs, including projected costs of labor, resources, and equipment (where necessary), and other detailed program costs. **If it is necessary for applicants to use funds to purchase computer hardware or software, applicants must provide a detailed explanation of why the hardware or software is required in order for the project to succeed.**

#### **Indirect Cost Rate Agreement**

Indirect costs are allowed provided the applicant has a federal approved indirect cost rate agreement.

#### **Project Timeline and Position Descriptions (Attachment 3)**

Attach a project timeline with each project goal, related objective, activity, expected completion date, and responsible person or organization. Please do not use actual calendar months in your timeline; instead prepare the timeline using "Month 1," etc. Position descriptions for key positions should also be submitted.

#### **Other Supporting Materials (Attachment 4)**

- For state-level applicants: letter signed by designated state agency official leading the state's effort to substantially comply with and implement the requirements of SORNA.
- For units of local government applicants: a status report that summarizes current state efforts under SORNA.

- For tribal applicants: tribal resolution filed with the SMART Office that documents the tribe's election to carry out the requirements of SORNA, if applicable.

Applicants proposing a multi-disciplinary collaborative and/or a multi-jurisdictional effort must provide, as applicable:

- Letter of cooperation, memorandum of understanding, or interagency agreement that documents the collaborative work of all involved agencies.
- For those applications where the lead agency is submitting proof of eligibility through collaborative work, documentation that provides assurances that collaborative includes a partner agency that has the requisite authority to conduct sex offender registry, notification and management activities in the jurisdiction.
- Cooperative agreement between the state and the federally recognized American Indian tribe which designates the state as the entity responsible for implementing the requirements of SORNA for the specified tribe.

## **Selection Criteria**

### **1. Statement of the Problem**

Applicants must describe the challenges the jurisdiction faces in complying with federal legislation and how the challenges will be addressed through the new or innovative strategy(ies) that will be funded through the grant. Fully describe the specific, local target population and target community.

### **2. Program Design and Implementation**

Applicants must describe the goals of the proposed project and identify its objectives and outcomes. This section must outline how the proposed strategy will assist the jurisdiction in complying with SORNA.

**Goals.** Applicants should provide a broad statement, written in general terms, that conveys the program's intent to change, reduce, or eliminate the problem described. This section must outline the specific goals of the project.

**Program Objectives.** Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the program, and they should be connected to the problems identified in the preceding section. The objectives should be measurable.

**Implementation/Enhancement Strategy.** This section should be detailed and specifically describe how the project will operate during the funding cycle. Applicants must describe the specific strategy that will be used to implement the proposed program. This section should illustrate what activities are proposed for the project and describe how the strategy will achieve the goals and objectives. The applicant must describe the steps it has taken or will take to assess and analyze its current sex offender registration and notification efforts.

### 3. Capabilities/Competencies

Applicants must describe the management structure and staffing of the project, and identify the public sector agency responsible for the project and the grant coordinator. This section should describe the experience and capability of the applicant and any contractors that will be used to implement the project. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the project work plan. Applicants must describe their organization's experience with sex offender management issues.

### 4. Budget

.Applicants must provide a budget that is allowable, cost effective, and reasonable (submit as an Attachment). **If it is necessary for applicants to use funds to purchase computer hardware or software, applicants must provide a detailed explanation of why the hardware or software is required in order for the project to succeed.**

### 5. Impact/Outcomes and Evaluation

Applicants must describe how performance will be documented, monitored, and evaluated, including how the impact of the strategy implemented and/or enhancement will be determined. It must also discuss plans for sustainability, i.e., how the program will continue to operate beyond the period of the grant award. If personnel costs are supported by grant funds, specific discussion of how these positions will be maintained beyond the period of the grant award must be included.

## Review Process

The SMART Office is committed to ensuring a competitive and standardized process for awarding grants. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored and rated by a peer review panel. The SMART Office Director will then make award recommendations to Office of Justice Program's Assistant Attorney General, who will make final determinations.

## Additional Requirements

- Civil Rights compliance.
- Confidentiality and Human Subjects Protections regulations.
- Anti-Lobbying Act.
- Financial and Government Audit requirements.
- National Environmental Policy Act (NEPA) compliance.

- DOJ Information Technology Standards.
- Single Point of Contact Review.
- Non-Supplanting of State or Local Funds.
- Criminal Penalty for False Statements.
- Compliance with Office of the Chief Financial Officer [Financial Guide](#).
- Suspension or Termination of Funding.

*We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [www.ojp.usdoj.gov/funding/otherrequirements.htm](http://www.ojp.usdoj.gov/funding/otherrequirements.htm).*