

NOTICE

The application submission deadline for this funding opportunity has been extended from 11:59 p.m. eastern time on Monday, April 4, 2011 to 11:59 p.m. eastern time on Thursday, April 7, 2011. All other requirements of this solicitation remain the same.



The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking (SMART) is pleased to announce that it is seeking applications for funding under the SMART Office FY 2011 Support for Adam Walsh Act Implementation Grant Program. This program furthers the Department's mission by assisting states, the District of Columbia, territories and certain federally recognized Indian tribes 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).

SMART FY 2011 Support for Adam Walsh Act Implementation Grant Program

Eligibility

Applicants are limited to states, the District of Columbia, the principal U.S. territories, and federally recognized Indian tribes that are eligible under SORNA section 127 to carry out the functions of SORNA and have elected to do so. Applications will be considered only for jurisdictions that the SMART Office has designated as substantially implementing or have demonstrated to the SMART Office that they are actively working towards implementation of SORNA requirements.

Deadline

Registration with Grants.gov is required prior to application submission. (See "How to Apply," page 8.) All applications are due by 11.59 p.m. eastern time on April 4, 2011. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or via e-mail to support@grants.gov.

Note: The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except Federal holidays.

For assistance with any other requirement of this solicitation, contact Victoria Jolicoeur, Grant Program Specialist, at (202) 514-4696 or by e-mail to Victoria.Jolicoeur@usdoj.gov, or Jacqueline O'Reilly, Program Specialist, at (202) 514-5024, or by email at

Jacqueline.O'Reilly@usdoj.gov, or Samantha Opong, Program Specialist, at (202) 514-9320, or by email at Samantha.Opong@usdoj.gov .

Grants.gov number assigned to announcement: SMART-2011-2940

CONTENTS

Overview.....	3
Deadlines: Registration and Application.....	3
Eligibility.....	3
<i>Adam Walsh Act Implementation - Specific Information</i>	3
Performance Measures.....	6
Notice of New Post-Award Reporting Requirements.....	7
How to Apply.....	8
What an Application Should Include.....	10
Information to Complete the Application for Federal Assistance, Standard Form (SF) 424	
Program Narrative	
Plan for Collecting the Data Required for this Solicitation’s Performance	
Measures	
Budget Detail Worksheet and Budget Narrative	
Indirect Cost Rate Agreement (if applicable)	
Tribal Authorizing Resolution (if applicable)	
Other Standard Forms	
Selection Criteria.....	14
Review Process.....	15
Additional Requirements	15
Application Checklist.....	17

SMART Office FY 2011 Support for Adam Walsh Act Implementation Grant Program CFDA # 16.750

Overview

The Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART) Support for Adam Walsh Implementation Grant Program assists jurisdictions with developing and/or enhancing programs designed to implement the Sex Offender Registration and Notification Act (SORNA) of the Adam Walsh Act (42 U.S.C. § 16901, et seq.). This 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. SORNA was enacted to protect the public from convicted sex offenders and offenders against children by establishing a comprehensive national system for the registration and notification of those offenders. Jurisdictions were required to implement SORNA by July 26, 2009; however, SORNA allowed for the provision of two one-year extensions thus extending the deadline to July 26, 2011.

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 Indian tribes to the extent provided by SORNA section 127.

Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 11:59 pm eastern time on April 4, 2011. Please see the "How to Apply" section, page 8 for more details.

Eligibility

Please refer to the title page for eligibility under this program.

Adam Walsh Act Implementation Grant Program-Specific Information

The Support for Adam Walsh Act (AWA) Implementation Grant Program assists jurisdictions with developing and/or enhancing programs designed to implement requirements of the SORNA. In summary, 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 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 Sjodin National Sex Offender Public Website. For more specific information about compliance with SORNA and access to the final National Guidelines on Sex Offender Registration and Notification, please visit www.ojp.usdoj.gov/smart/pdfs/final_sornaguidelines.pdf. For information and resources on AWA, visit www.ojp.usdoj.gov/smart/.

Goals, Objectives & Deliverables

The SMART Office is interested in proposals that demonstrate how the proposed project will enhance and facilitate jurisdictional implementation of SORNA. It is expected that at least one requirement of SORNA will be implemented as a result of the funded project. In developing and/or enhancing jurisdiction-wide efforts or programs designed to implement SORNA, applicants may propose specific strategies and projects including, but not limited to:

- Developing or enhancing jurisdiction-wide SORNA implementation programs or functions.
- Enhancing infrastructure to assist implementation of SORNA, such as for the collection, storage, submission or analysis of sex offender biometric data (finger and palm prints) and DNA.
- Developing or enhancing law enforcement and other criminal justice agency information sharing at the jurisdiction level as well as between jurisdiction level agencies and local level agencies as it relates to SORNA implementation.
- Implementing records management projects, such as converting documents to digital format as required by SORNA.
- Providing support for coordinated interagency efforts to substantially implement SORNA.
- Supporting efforts of local units of government (including P.L. 280 tribes) to develop or enhance their sex offender registration and notification functions as delegated by the state for the purpose of substantial implementation of SORNA.
- Developing and implementing training for law enforcement and other criminal justice agency personnel responsible for sex offender registration, notification, and monitoring as it relates to SORNA implementation in the jurisdiction.

Applications will be accepted for collaborative projects between jurisdictions. For instance, tribes that have elected to carry out the requirements of SORNA may implement SORNA 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 choose to form a consortium to share hardware resources such as digital fingerprint equipment or kiosks; or jointly staff or share registry offices or other facilities used for registration. These applications must include supporting documentation, such as an interagency agreement, a memorandum of understanding, or a letter of cooperation, which demonstrates the collaborative endeavor.

According to the SORNA national guidelines, jurisdictions may carry out sex offender registration and notification functions through their political subdivisions, to include units of local government. Previous state recipients of AWA Implementation grants that have delegated sex offender registration and notification functions to political subdivisions are encouraged to include support for local units of government in their project activities. State jurisdictions that include P.L. 280 tribes are encouraged to design projects that address SORNA implementation as it relates to these tribes.

Applicants must demonstrate that their jurisdiction has actively been working towards SORNA implementation and detail agency efforts as well as jurisdiction-wide efforts undertaken to implement SORNA. Discussion of these efforts should include information regarding the

jurisdiction's SORNA implementation working group. This requirement does not apply to jurisdictions that have been found to be substantially implementing SORNA. Tribal applicants must identify eligibility status by indicating that the tribe is eligible to and has elected to carry out the requirements of SORNA under section 127 and has not delegated its duties since its election. 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.

Amount and Length of Awards

Individual grant awards will be up to \$400,000 for a period of up to 18 months. Thirty percent of the total amount awarded under this solicitation will be set aside for tribal jurisdictions. It is anticipated that any award that may be made under this solicitation should be awarded not later than September 30, 2011.

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

Budget Information

Applicant proposals may include the purchase of equipment for items such as digital fingerprint and palm print technology, scanners to transfer existing records and documents into a digital format, computer hardware, and DNA collection.¹ The SMART Office developed information technology resources which 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. It is therefore recommended that applicants avoid proposals that include similar software expenditures. Allowable software purchases could include software needed by the jurisdiction to support kiosks or 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 as well as software or technical assistance necessary to facilitate use of SMART-provided software resources.

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that 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 2011 salary table for SES employees is available at www.opm.gov/oca/11tables/indexSES.asp.) Note: A recipient may compensate an employee at

¹ Tribes that propose to utilize 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 considered unallowable costs.

a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

Match Requirement:

This solicitation does not require a match.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Enhance jurisdiction efforts to address victim and public safety	Percentage of registered sex offenders in compliance with jurisdiction registry requirements	Total number of sex offenders who are registered in the jurisdiction each month during the project period
		Total number of sex offenders who are in compliance with jurisdiction registry requirements each month during the project period
		Total number of sex offenders who are non-compliant with jurisdiction registry requirements each month during the project period
		Number of sex offenders identified in the jurisdiction during the reporting period (tribal jurisdictions only)
Improve public sex offender registry	Number of program policies changed, improved or	Number of policies/procedures and/or programs established/ amended to

systems to support SORNA compliance	rescinded	comply with SORNA during the reporting period
	Number of SORNA requirements implemented during the reporting period	Number of SORNA requirements implemented during the reporting period
	Number of participants who successfully complete the training	Number of jurisdiction personnel trained on SORNA compliance during the reporting period
	Percentage of records/data made electronically accessible for inclusion in SORNA jurisdiction sex offender registries	Number of records/data (including sex offender case files; sex offender registration information; finger/palm print cards, DNA) captured and/or automated during the reporting period
		Number of updated sex offender registration records electronically transmitted (intra and inter-jurisdictionally) during each month of the reporting period

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Please refer to the section “What an Application Should Include” (below) for additional information.

Note on project evaluations: Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protections. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and

Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.Grants.gov. If the applicant experiences technical difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **800-518-4726**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required for Grants.gov registration. In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS (Data Universal Numbering System) number in their applications for a new award or renewal of an existing award. 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 for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866-705-5711 or by applying online at www.dnb.com. Individuals are exempt from this requirement.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must

update or renew their CCR registration annually to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS Number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Please note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. 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 SMART-2011-2940
6. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. 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."

Experiencing Unforeseen Grants.gov Technical Issues

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact SMART Office staff **within 24 hours after the deadline** and request approval to submit its application. At that time, SMART Office staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Should Include

This section describes what an application should include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications unresponsive to the scope of the solicitation or that do not include a program narrative, budget detail worksheet including a budget narrative, and a requested funding amount that does not exceed the maximum amount allowable will neither proceed to peer review nor receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that resumes be included in a single file.

For examples of successful FY 2010 applications, go to: www.ojp.usdoj.gov/smart/funding.htm.

1. Information to complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable).

2. Program Narrative

The program narrative should respond to the solicitation and present a detailed description of the purpose, scope, goals and objectives of the proposed project. The program narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should not exceed 25 pages. Please number pages "1 of 25," "2 of 25," etc. Information required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count.

If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The following sections should be included as part of the program narrative. These sections will serve as the basis for rating applications (see Selection Criteria on page 14).

a. Statement of the Problem

Applicants should describe the challenges the jurisdiction faces in complying with the Sex Offender Registration and Notification Act (SORNA) and how the challenges will be addressed by the strategy that will be funded by the grant. Applicants should describe steps taken to assess and analyze their current sex offender registration and notification systems in relation to SORNA implementation. This section should also detail ongoing jurisdiction efforts to address implementation. Applicants should discuss the jurisdiction's strategy to implement SORNA and identify deficits or problems encountered as well as needs identified in order to substantially implement.

b. Project Design and Implementation

Project Goals and Objectives: Applicants should describe the goals of the proposed project and identify its objectives and outcomes. Goals: Applicants should provide a broad statement, written in general terms, that conveys the project's intent to change, reduce, or eliminate the problem described. Objectives: Applicants should explain how the program will accomplish its goals. The objectives should be quantifiable and describe the steps necessary to accomplish project goals. When formulating the project's goals and objectives, applicants should be cognizant of the performance measures that will be required of successful applicants.

Applicants should 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. Applicants should outline how the proposed project will enhance implementation efforts and move the jurisdiction closer to substantial implementation of SORNA. In addition, applicants should specifically identify each SORNA requirement that will be implemented as a result of the proposed project.

- Project timeline: Submit as an attachment 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 the timeline; instead prepare the timeline using "Month 1," etc.

c. Capabilities and Competencies

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. This section should

describe the experience and capability of the applicant and any contractors that will be used to implement the project and highlight any previous experience implementing projects of similar design or magnitude. 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 resumes for key positions/personnel should be submitted as an attachment.

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

Applicants should describe how performance will be documented, monitored, and evaluated, including how the impact of the strategy implemented and/or enhancement will be determined. It should 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 should be included.

Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to the SMART Office 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, should the applicant receive funding.

3. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

4. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm.

5. Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at minimum, the applicant should submit an unsigned, draft tribal resolution as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the signed tribal resolution.

6. Additional Attachments

Applicants should submit the following information as attachments to their application. These items have been discussed above and are included in the rating percentages for the applicable section mentioned under Selection Criteria.

- Project Timeline
- Position descriptions and resumes
- Indirect Cost Rate Agreement (if applicable)

For tribal applications:

- Tribal resolution filed with the SMART Office that documents the tribe's election to carry out the requirements of SORNA.
- Tribal Authorizing Resolution

Tribal applicants proposing a collaborative effort should provide:

- Letter of cooperation, memorandum of understanding (MOU), or interagency agreement that documents the collaborative work of all involved agencies.

Jurisdictions that have been previously funded and are proposing to support local units of government (including P.L. 280 tribes) to develop or enhance their sex offender registration and notification functions should provide:

- Letter of support or cooperation and/or an MOU that indicates that the local jurisdiction or Tribe is in agreement with and supportive of the proposed activities.

7. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Please note in particular the following forms.

- a. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (required to be submitted in GMS prior to the receipt of any award funds)
- b. Disclosure of Lobbying Activities (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- c. Accounting System and Financial Capability Questionnaire (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded)
- d. Standard Assurances (required to be submitted in GMS prior to the receipt of any award funds)

Selection Criteria

The section entitled "What an Application Should Include", detailed above, provides the required information that will serve as the selection criteria of this project. Applications will be rated on *the weighted percentages below*.

1. *Statement of the Problem (15%)*
2. *Project Goals and Objectives and /Program Design and Implementation, including project timeline and MOU/letter of support (if applicable) attachments (40%)*
3. *Capabilities/Competencies, including position descriptions and resumes (20%)*
4. *Budget, including Indirect Cost Rate Agreement (if applicable) (15%)*

5. *Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures (10%)*

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. The SMART Office reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. The SMART Office may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with the SMART Office, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General (AAG), who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality

- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs Financial Guide
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

Application Checklist

SMART FY 2011 Support For Adam Walsh Act Implementation Grant Program

The application checklist has been created to aid you in developing your application

Eligibility Requirement:

- Federally Recognized Tribe eligible under SORNA section 127 to carry out the functions of SORNA and has elected to do so OR State, District of Columbia or Territory
- The Federal Amount Requested is within the Allowable Limit of \$400,000

What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 10)
- Program Narrative (see page 10)
- Budget Detail Worksheet (see page 12)
- Budget Narrative (see page 12)
- Indirect Cost Rate Agreement (if applicable) (see page 13)
- Tribal Authorizing Resolution (see page 13)
- Tribal SORNA Resolution (see page 13)
- Letter of cooperation, memorandum of understanding, or interagency agreement that documents the collaborative work of all involved agencies (for tribal applications proposing a collaborative effort) (see page 14)
- Letter of support or cooperation and/or an MOU that indicates that the local jurisdiction or Tribe is in agreement with and supportive of the proposed activities (for jurisdictions that have been previously funded and are proposing to support local units of government, including P.L. 280 tribes). (see page 14)
- Project Timeline (see pages 11 and 13)
- Position descriptions and resumes (see pages 12 and 13)
- Other Standard Forms as applicable (see page 14), including:
 - Disclosure of Lobbying Activities (if applicable)
 - Accounting System and Financial Capability Questionnaire (if applicable)

Program Narrative/Abstract Format:

- Double-spaced
- 12-point standard font
- 1" standard margins
- Narrative is 25 pages or less