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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 applicants for *Adam Walsh Act Indian Country Training and Technical Assistance Grant*. This program furthers the Department's mission by assisting tribes with understanding the Sex Offender Registration and Notification Act (SORNA) and the critical implementation requirements, and providing guidance and direction on developing quality, competitive grant applications responsive to SMART Office solicitations.

## SORNA Tribal Training and Technical Assistance Grant

### Eligibility

Applicants are limited to nonprofit and/or for-profit organizations (including tribal nonprofit or for-profit organizations), for-profit organizations (for-profit organizations must agree to forgo any profit or management fee), and institutions of higher education (including tribal institutions of higher education).

### Deadline

Registration with Grants.gov is required prior to application submission. (See "How to Apply," page 7.) All applications are due by 11:59 p.m. eastern time on May 26, 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](mailto: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 Juli Ana Grant, Program Specialist, at (202) 514-7768, or by email at [JuliAna.Grant@usdoj.gov](mailto:JuliAna.Grant@usdoj.gov), or Faith Baker, Associate Director, (202) 305-2586, or by email at [Faith.Baker@usdoj.gov](mailto:Faith.Baker@usdoj.gov).

Grants.gov number assigned to announcement: SMART-2011-3008

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# **SORNA Tribal Training and Technical Assistance Grant (CFDA #16.750)**

## **Overview**

The Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART) support for the SORNA Tribal Training and Technical Assistance Program focuses on providing training and technical assistance to tribal jurisdictions for the purpose of developing systems to substantially 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. The recipient of this award will provide targeted training and technical assistance to tribes that have opted to become SORNA registration jurisdictions, with an emphasis on hard to reach and underserved tribes. This training and technical assistance will include providing guidance and direction on how to substantially implement the minimum requirements set by SORNA, and developing quality, competitive grant applications responsive to SMART Office solicitations.

## **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 p.m. eastern time on May 26, 2011. Please see the “How to Apply” section, page 7 for more details.

## **Eligibility**

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

## **SORNA Tribal Training and Technical Assistance – Specific Information**

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

The SORNA Tribal Training and Technical Assistance Grant Program was developed to provide support and guidance to tribes that opted to be a sex offender registration jurisdiction and are working towards substantially implementing the components of the Sex Offender Registration and Notification Act. In summary, SORNA requires: (1) 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. This grant is designed to support tribal jurisdictions in meeting these requirements and providing guidance as

to how to write grants to support substantial implementation projects and activities. For more specific information about compliance with SORNA and access to the final National Guidelines on Sex Offender Registration and Notification and the Supplemental Guidelines on Sex Offender Registration and Notification, or for more information and resources on the Adam Walsh Act, please visit <http://www.ojp.usdoj.gov/smart>.

The SMART Office is interested in proposals that demonstrate working knowledge of SORNA and the Adam Walsh Act, and are familiar with the specific challenges and obstacles Indian tribes face when trying to implement the SORNA's components. It is expected that training and technical assistance will focus on:

- Assisting tribal jurisdictions to develop or enhance jurisdiction-wide SORNA sex offender registration programs or functions.
- Brainstorming with and assisting tribal jurisdictions with the development of program plans and timelines to improve systems for necessary collections of data under SORNA infrastructure, such as systems for the collection, storage, submission or analysis of sex offender biometric data (finger and palm prints) and DNA.
- Facilitating discussions and assisting tribal jurisdictions to develop or enhance 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 sex offender registration and notification compliance and accountability.
- Assisting tribal jurisdictions to implement records management and conversion projects.
- Providing guidance about how to initiate and germinate support for coordinated interagency efforts to comply with SORNA.
- Assisting tribal jurisdictions to develop and implement training for law enforcement and other criminal justice agency personnel responsible for sex offender registration and compliance related to SORNA implementation.
- Providing guidance and support to participating tribal jurisdictions for other SORNA related activities, including grant writing to support implementation efforts.

The successful applicant will work with the SMART Office to identify and assist tribes who will require technical assistance to substantially implement SORNA. The applicant will plan and deliver training and technical assistance to the greatest number of SORNA tribal jurisdictions possible, and will include an outreach plan to tribes that have not historically been engaged with these efforts. The successful application will be required to measure the effect of the technical assistance as it relates to improving grantees' ability to substantially implement the components of SORNA and ability to obtain funding for these efforts.

#### **Goals, Objectives, and Deliverables:**

- Deliver targeted, onsite technical assistance to Indian tribes identified by the SMART Office related to SORNA implementation planning, infrastructure development, needs assessments, and implementation activities.
- Develop a substantial implementation toolkit and/or other materials that will provide support to tribal jurisdictions seeking to substantially implement SORNA.
- Develop and coordinate a workshop for tribes to provide guidance for how to write an application for funding to support SORNA implementation efforts.
- Develop a training and technical assistance delivery plan based on identified needs of each site.

- Develop individual training and technical assistance plans for each site.
- Develop a program, policy and data capacity assessment for each training and technical assistance site.
- Provide a minimum of two technical assistance workshops, webinars and/or regional trainings to tribal SORNA jurisdictions. The SMART Office is particularly interested in funding program activities that provide outreach and technical assistance to Indian tribes through multiple and varied delivery methods.
- Prepare a report for possible future publication and dissemination.

### **Amount and Length of Awards**

One award in the amount of \$500,000 will be made through a cooperative agreement for a 24-month project period. 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 must include funding to send staff and consultants that will be providing the training and technical assistance to attend the SMART Office's 2012 Symposium on Sex Offender Management and Accountability.

**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](http://www.opm.gov/oca/11tables/indexSES.asp).) Note: A recipient may compensate an employee at 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 OJP. 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 the applicant to adjust and resubmit its 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:

<b>Objective</b>	<b>Performance Measure(s)</b>	<b>Data Grantee Provides</b>
Provide training and technical assistance (TTA), that builds capacity in a tribal criminal justice agency’s ability to modify policies or practices.	Number of agencies implementing a new program	Number of agencies implementing a new program
	Percent of agencies that rated the TTA provided as proactive, culturally competent, comprehensive, and user-friendly	Number of TTA agencies that rated the TTA provided as proactive, culturally competent, comprehensive, and user-friendly  Number of TTA agencies that completed an evaluation
	Number of program policies changed, improved or rescinded as a result of TTA provided	Number of program policies changed, improved or rescinded as a result of TTA provided
	Number of agencies participating in task force activities	Number of agencies participating in task force activities
	Number of agencies provided with technical assistance	Number of agencies provided with technical assistance
	Number of agencies requesting technical assistance	Number of agencies requesting technical assistance
	Number of agencies that implemented one or more TTA recommendations	Number of agencies that implemented one or more TTA recommendations
	Number of agencies visited	Number of agencies visited
	Number of TTA activities completed on time	Number of TTA activities completed on time

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](http://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](http://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](http://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](http://www.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](http://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](http://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](http://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 Funding" and the funding opportunity number is SMART-2011-3008.
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](http://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, and budget detail worksheet including a budget narrative 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.

### **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 takes 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 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. The following sections should be included as part of the program narrative.

a. Statement of the Problem

Applicants should describe the challenges that tribal jurisdictions face in complying with the Sex Offender Registration and Notification Act (SORNA) and how the challenges will be addressed by the technical assistance and training that will be funded by the grant. Applicants should describe the steps to assess how tribal jurisdictions seeking training and technical assistance will be analyzed in order to provide targeted assistance to help create or enhance their sex offender registration and notification system. Applicants should discuss the strategy to engage tribes that have historically not been engaged with the SMART Office.

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. The 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 support tribal jurisdictions, enhance implementation efforts and move SORNA tribes closer to substantial implementation of SORNA.

- Project timeline: Submit as an attachment a projective 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 prepared 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 responsibilities of the key organizational and functional components and personnel. This section should describe the experience and capabilities 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.

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 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](http://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. Applicants may include in their budget funds to support travel for project staff to travel to the annual SMART Office National Workshop and Symposium on Sex Offender Management and Accountability.

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](http://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](http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm).

## 5. 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](http://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

1. Statement of the Problem (20%)
2. Project Design and Implementation (40%)
3. Capabilities and Competencies (25%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget (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 basic minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

Peer reviewers will be reviewing 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

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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, 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 and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget 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 grant award decisions will be made by the Assistant Attorney General (AAG), who may also 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](http://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 11 SORNA Tribal Training and Technical Assistance Grant

This application checklist has been created to assist in developing an application.

### Eligibility Requirement:

- \_\_\_\_\_ For-Profit Organizations, Nonprofit Organizations and Institutions of Higher Education (including tribal organizations and tribal institutions of higher education)
- \_\_\_\_\_ The federal amount requested is within the allowable limit of \$500,000.

### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 9)
- \_\_\_\_\_ Program Narrative (see page 10)
- \_\_\_\_\_ Budget Detail Worksheet (see page 11)
- \_\_\_\_\_ Budget Narrative (see page 11)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 11)
- \_\_\_\_\_ Project timeline (see page 10)
- \_\_\_\_\_ Position descriptions and resumes (see page 11)
- \_\_\_\_\_ Other Standard Forms as applicable (see page 13), 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 20 pages or less