



FY 2017 Application Guidance for Invited Application April 25, 2017 for SMART FY 17 Maintenance and Operation of the Dru Sjodin National Sex Offender Public Website

Applications Due: May 2, 2017

This guidance is intended for prospective applicants that have received a specific formal written invitation from the Office of Justice Programs (OJP) to apply for funding to conduct a particular program or project (the “OJP Invitation Letter”). This guidance supplements the information in the OJP Invitation Letter.

Eligibility

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

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

The Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART) may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Any recipient (or subrecipient) of an OJP award must agree to forgo any profit or management fee.

Deadline

An applicant must register in the [OJP Grants Management System \(GMS\)](#) prior to submitting an application. All applicants must register, even those that have previously registered in GMS. Select the “Apply Online” button associated with the “solicitation title” identified in the OJP Invitation Letter. The application is due by 3 p.m. Eastern Time on May 2, 2017.

For additional information, see [How to Apply](#) in [Section III. Application and Submission Information](#).

Contact Information

For technical assistance with submitting an application, contact the Grants Management System Support Hotline at 888-549-9901, option 3, or via email at GMS.HelpDesk@usdoj.gov. The [GMS](#) Support Hotline operates 24 hours every day, including on federal holidays.

An applicant that experiences unforeseen GMS technical issues beyond its control that prevent it from submitting its application by the deadline may email the SMART Office contact identified in the OJP Invitation Letter **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen GMS Technical Issues” in the [How to Apply](#) section.

For assistance with any other part of this guidance, contact the OJP staff member identified in the OJP Invitation Letter.

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Guidance for Invited Application for SMART FY 17 Maintenance and Operation of the Dru Sjodin National Sex Offender Public Website CFDA #16.750

I. Program Description

Program-*Specific Information*

Please review the Program-Specific Information section of the original solicitation posted at www.smart.gov/pdfs/SMARTFY16NSOPW.pdf.

The Office of Justice Programs has managed the National Sex Offender Public Website (NSOPW) since 2005. In fiscal year (FY) 2008, the SMART Office assumed management responsibility for this program. NSOPW is closely aligned with SMART's mission and participation by Sex Offender Registration and Notification (SORNA) jurisdictions is required by SORNA, Title I of the Adam Walsh Child Protection and Safety Act of 2006 (AWA). Since 2008, Congress has specifically appropriated funds for NSOPW.

NSOPW allows the public to search for registered sex offenders on a national level by linking state, territorial and tribal public sex offender registries. NSOPW is heavily queried by the public and has had over 80 million user sessions and over 1.8 billion page views since its inception. When NSOPW launched in 2005, 21 states were participating, as well as the District of Columbia. Currently, all 50 states, all five principal U.S. territories, the District of Columbia and 141 tribes participate in NSOPW.

In addition to maintenance and operation of NSOPW, this grant supports enhancements of the SORNA Exchange Portal. This internet-based system provides a venue for better communication and coordination among jurisdictions' sex offender registry officials. NSOPW is not simply a public-facing website, but includes many tools available only to SORNA jurisdictions and law enforcement. NSOPW makes available through the Tribe and Territory Sex Offender Registry System (TTSORS) a web-based sex offender registry system for all Indian tribes that have elected to implement SORNA, and for four of the principal U.S. territories (Guam, Commonwealth of the Northern Mariana Islands, U.S. Virgin Islands and American Samoa). TTSORS not only serves as the public sex offender registry website system for jurisdictions, but as the administrative registry system. Similarly, the Sex Offender Registry Tool (SORT) serves both as a specialized public sex offender registry website for the jurisdictions and functions as the state-level administrative registry system, so that the state's sex offender registry is always up to date; six states and one territory have implemented part or all of SORT. The Offender Relocation Tasks service of the SORNA Exchange Portal (a secure information-sharing system for SORNA jurisdictions as required under SORNA) enables jurisdictions and federal entities to share information about offenders who are relocating from one jurisdiction to another; 13,355 such relocation tasks were created in the last annual SORNA reporting period.

Additional aspects of the system include the SORNA Inter-jurisdictional Relocation Service (SIRS), which provides jurisdictions with a technical standard for automating sharing information about registered sex offenders in keeping with the Department of Justice (DOJ) National Information Exchange Model and Global Reference Architecture; SMART's Mapping and Geocoding Services, used by 156 jurisdictions to allow the public to view where sex offenders reside, work or attend school relative to places they recognize and frequent (such as homes, work, schools and churches); and the Community Notification System, used by 150 jurisdictions to allow the public to request automatic electronic notification when a registered sex offender moves within a designated radius of an address they specify.

Goals, Objectives and Deliverables

- Support all hosting, maintenance and operation of NSOPW, including hosting a backup site at a separate location. The grantee must comply with all U.S. Department of Justice security requirements.
- Maintain and operate a secure communication system (known as the SORNA Exchange Portal) between SORNA jurisdiction registry personnel and federal law enforcement for the purpose of sharing information about individual offenders and other registry-related matters. Uses include the ability to send email, a discussion area, chat capabilities and file transfer.
- Ensure that NSOPW remains in full compliance with applicable provisions of SORNA and complies with any subsequent legislation that impacts its operation.
- Assist jurisdictions with the implementation of web services used to share data through NSOPW.
- Make changes to NSOPW within 24 hours of a request — without additional costs — as part of the maintenance portion of the project.
- Provide statistics to SMART on the use of NSOPW, NSOPW app and the SORNA Exchange Portal on a monthly basis and have the capability to provide specific information within 24 hours' notice.
- Provide auditing and monitoring tools to SORNA registration jurisdictions and to SMART, and participate in auditing and monitoring activities as requested by the SMART Office.
- Provide continuous monitoring of all connections to NSOPW and make contact with the connection site(s) to remedy any malfunctions within a 24-hour period.
- Answer questions sent to the "Webmaster" from the general public and from SORNA jurisdictions or as directed through the SMART Office for NSOPW within 24 hours. The technical responses shall be based on the ability to re-create the situation as described in the correspondence. The procedural and policy responses shall be based on communication with the individual jurisdiction or agency involved in the query. On average, NSOPW receives three to five inquiries a day, ranging widely in complexity and length of response.

- Maintain and operate the Tribe and Territory Sex Offender Registry System (TTSORS). TTSORS is the registry system provided free of charge by the Department of Justice to assist tribes and territories with implementing SORNA registry system requirements. TTSORS management and update access is restricted to only tribe and territory agencies responsible for the management and registration of sex offenders. TTSORS serves two purposes: to function as the administrative registry system and as the public sex offender registry website system for jurisdictions. Jurisdictions who use TTSORS will have the ability to provide community notifications, email address and telephone number search capability and collect all offender information required by SORNA.
- Develop and maintain an automated function in TTSORS and SORT that submits data to the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR), as well as the capability to query NSOR.
- Develop and implement enhancements to TTSORS that complement the workflow of the Tribal Access Program (TAP) workstation and reduce duplicate entries by registration personnel.
- Develop and implement enhancements for NSOPW, the SORNA Exchange Portal and TTSORS necessary to remain current with advanced technologies.
- Provide training and technical assistance to states, territories and tribes related to participation in NSOPW, the SORNA Exchange Portal and TTSORS.
- Develop and maintain the capability to allow verified users access to the SORNA Exchange Portal as a service on the Law Enforcement Enterprise Portal (LEEP) with a single sign-on, as well as additional products as directed by the SMART Office (e.g., TTSORS).
- Participate in SMART national trainings and conferences, providing individual and group session support.
- Monitor, maintain and update the NSOPW Facebook page to include relevant content on sexual assault prevention and related safety tips.
- Maintain and update the NSOPW mobile applications on Android and iOS.
- Actively work with all jurisdictions to allow searching by geographic coordinates, modifying searching capabilities as improvements become available.
- In consultation with the SMART Office, maintain and update the Education and Prevention section of NSOPW as needed.
- Work with the SMART Office as needed to modify the project scope during the project period to address emerging needs that impact the operation of NSOPW, the SORNA Exchange Portal, SORT, TTSORS and other applications.
- Seek guidance from the SMART Office and provide logistical support for website content, appearance and functionality; technical assistance tools such as brochures and publications; and written materials such as fact sheets and training materials.

- Demonstrate cultural competencies in working with Indian Country.
- Understand the rich diversity of tribal people and the importance of self-determination and sovereignty when working with tribal jurisdictions. The successful applicant must demonstrate an understanding for providing support and guidance to tribes for the purpose of information sharing.
- Demonstrate an understanding of the importance of information sharing between SORNA jurisdictions about relocating sex offenders and the need for continued improvement in this area through the continued development or refinement of tools such as the SORNA Exchange Portal. The applicant must have experience in facilitating an advisory working group dedicated to criminal justice data information sharing.

Objective	Performance Measure(s)	Data Grantee Provides
Provide a single point of access for the public and law enforcement to search public sex offender registries hosted by states (including the District of Columbia), territories and tribes	Number of inquiries against NSOPW	Number of inquiries against NSOPW each month during the reporting period
	Number of states (including the District of Columbia), territories and tribes participating in NSOPW	Number of states (including the District of Columbia), territories and tribes participating in NSOPW during each month of the reporting period
	Number of technical assistance events/activities conducted	Number of NSOPW technical assistance events/activities conducted during each month of the reporting period Number of TTSORs technical assistance events/activities provided during each month of the reporting period
	Percentage of technical assistance requests completed with satisfactory resolution	Number of technical assistance requests closed out with satisfactory resolution during the reporting period

	Average response time for questions sent to Webmaster or through the SMART Office inquiry line.	Number of responses provided to questions sent to Webmaster during each month of the reporting period Number of hours to respond to each question sent to Webmaster
	Total number of tribes actively using TTSORS	Number of new tribes utilizing TTSORS during each month of the reporting period Total number of tribes utilizing TTSORS during the reporting period

Refer to the OJP Invitation Letter for information on the goals, objectives and deliverables that OJP expects the applicant’s proposed project to address. The invitation letter also provides important information on associated performance measures and the data that will be required for those performance measures. Also, see the goals, objectives and deliverables stated in the original solicitation posted at www.smart.gov/pdfs/SMARTFY16NSOPW.pdf.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice and crime victim services. OJP is committed to the following:

- Improving the quantity and quality of evidence OJP generates
- Integrating evidence into program, practice and policy decisions within OJP and the field
- Improving the translation of evidence into practice

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice and crime victim services.

II. Federal Award Information

Refer to the OJP Invitation Letter for information on the maximum amount of funds OJP expects to award and the expected period of performance.

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

Type of Award

Refer to the OJP Invitation Letter for information on the type of award — whether a grant or a cooperative agreement — OJP expects to use for any award made in response to the invited application. (A cooperative agreement is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See Administrative, National Policy and Other Legal Requirements, under Section E. Federal Award Administration Information, for a brief discussion of what may constitute substantial federal involvement.)

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities¹) must, as described in the Part 200 Uniform Requirements² as set out at 2 C.F.R. 200.303, do the following:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that [the recipient (and any subrecipient)] is managing the federal award in compliance with federal statutes, regulations and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with federal statutes, regulations and the terms and conditions of the federal awards.
- (c) Evaluate and monitor [the recipient’s (and any subrecipient’s)] compliance with statutes, regulations and the terms and conditions of federal awards.
- (d) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or [the recipient (or any subrecipient)] considers sensitive consistent with applicable federal, state, local and tribal laws regarding privacy and obligations of confidentiality.

To help ensure that applicants understand applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in DOJ Grants Financial Management Online Training, available at <http://ojpfgm.webfirst.com/>.

¹ For purposes of this invitation, the phrase “pass-through entity” includes any recipient or subrecipient that provides a subaward (“subgrant”) to a subrecipient (“subgrantee”) to carry out part of the funded award or program.

² The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

Budget Information

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

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this invitation to apply, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent 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 2017 salary table for SES employees is available at OPM.gov. Note: A recipient may compensate an employee at a greater 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 Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the 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 the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, 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 to be done.

Cost Sharing or Matching Requirement

The application need not propose to provide any amount of match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

For additional information cost sharing and match, see the [DOJ Grants Financial Guide](#).

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

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award.

OJP does **not** typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs **before** submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving pre-agreement costs, the applicant may contact the point of contact identified in the OJP Invitation Letter for requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-agreement costs, consistent with the

recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide](#), for more information.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting- or training-related activity (or similar event) to review carefully — before submitting an application — the OJP and DOJ policy and guidance on approval, planning and reporting of such events, at www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm. OJP policy and guidance 1) encourage minimization of conference, meeting and training costs; 2) require prior written approval (which may affect project timelines) of most conference, meeting and training costs for cooperative agreement recipients, as well as some conference, meeting and training costs for grant recipients; and 3) set cost limits, which include a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate.

For additional information, see the “Civil Rights Compliance” section under “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)” in the [OJP Funding Resource Center](#).

III. Application and Submission Information

What an Application Should Include

This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

An applicant may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the “Note on File Names and File Types” under [How to Apply](#) to be sure the application is submitted in the permitted format.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet and Budget Narrative,” “Timelines,” “Memoranda of Understanding,” “Résumés”) for all attachments. Also, OJP recommends that applicants include résumés in a single file.

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

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications and related information. GMS 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, select "For-Profit Organization" or "Small Business" (as applicable).

To avoid processing delays, applicants must include an accurate legal name on their SF-424. Current OJP award recipients, when completing the field for "Legal Name" should use the same legal name that appears on the prior year award document, which is also the legal name stored in OJP's financial system. On the SF-424, enter the Legal Name in box 5 and Employer Identification Number (EIN) in box 6 exactly as it appears on the prior year award document. Applicants with current awards must ensure that their GMS profile is current. If it isn't, they should submit a Grant Adjustment Notification (GAN) updating the information on their GMS profile prior to applying under this solicitation.

New applicants should enter the Official Legal Name and address of the applicant entity in box 5 and the EIN in box 6 of the SF-424. Applicants must attach official legal documents to their applications (e.g., articles of incorporation, 501c3) to confirm the legal name, address and EIN entered into the SF-424.

Intergovernmental Review. This funding opportunity **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the "Program is not covered by E.O. 12372.")

2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be —

- Written for a general public audience
- Submitted as a separate attachment with "Project Abstract" as part of its file name
- Single-spaced, using a standard 12-point font (such as Times new Roman) with 1-inch margins

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

3. Program Narrative

The following sections should be included as part of the program narrative.³

a. Statement of the Problem

Applicant must describe the models used by states, territories and tribes to operate their sex offender public websites/registries. In particular, applicants must discuss existing challenges and/or complexities unique to these websites/registries, including how they are managed and how they interface with NSOPW. Discussion should highlight the issues associated with working with governmental entities in the areas

³ For information on subawards (including the details on proposed subawards that should be included in an application), see "Budget and Associated Documentation" under "[What an Application Should Include](#)," in [Section III. Application and Submission Information](#).

of law enforcement and public information sharing, public policy and technical support and a thorough understanding of the information-sharing requirements of SORNA.

b. Project Design and Implementation

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

c. Capabilities and Competencies

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

d. Plan for Collecting the Data Required for this Program/Project's Performance Measures

The SMART Office does not require applicants to submit performance measures data with the application. Performance measures are included as an alert that SMART will require successful applicants to submit specific data as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, if the applicant receives funding.

OJP will require a successful applicant to submit specific performance measures data as part of its reporting under the award (see "[General Information about Post-Federal Award Reporting Requirements](#)" in [Section V. Federal Award Administration Information](#)). The performance measures correlate to the goals, objectives and deliverables in the OJP Invitation Letter.

Note on Project Evaluations. An applicant that proposes to use award funds 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 the purpose of applicable DOJ regulations

for the protection of human subjects. 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." Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 ("Protection of Human Subjects").

Research, for the purpose of human subjects' protection 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 for purposes of human subjects' protection, applicants should consult the decision tree in the "Research and the protection of human subjects" section of the "[Requirements related to Research](#)" web page of the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017," available through the [OJP Funding Resource Center](#). A prospective applicant whose application may propose a research or statistical component also should review the "Data Privacy and Confidentiality Requirements" section on that web page.

4. Budget and Associated Documentation

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. An applicant that submits its budget in a different format should use the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should break out costs by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the [DOJ Grants Financial Guide](#).

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe **every** category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective and allowable (e.g., reasonable, allocable and necessary for project activities).

An applicant should demonstrate in its Budget Narrative how it will maximize cost effectiveness of award expenditures. Budget Narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a Budget Narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The Budget Narrative should be mathematically sound and correspond clearly with the information and figures provided in the Budget Detail Worksheet. The narrative

should explain how the applicant estimated and calculated **all** costs, and how those costs are necessary 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 describe costs by year.

c. Information on Proposed Subawards (if any), as well as on Proposed Procurement Contracts (if any)

Applicants for OJP awards typically may propose to make “subawards.” (Consult the OJP Invitation Letter for any restrictions on subawards that are specific to the particular invitation.) Applicants also may propose to enter into procurement “contracts” under the award.

Whether — for purposes of federal grants administrative requirements — a particular agreement between a recipient and a third party will be considered a “subaward” or instead considered a procurement “contract” under the award is determined by federal rules and applicable OJP guidance. It is an important distinction, in part because the federal administrative rules and requirements that apply to “subawards” and procurement “contracts” under awards differ markedly.

In general, the central question is the relationship between what the third party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide, products it will develop or modify, research or evaluation it will conduct). If a third party will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a subaward for purposes of federal grants administrative requirements.

This will be true even if the recipient, for internal or other non-federal purposes, labels or treats its agreement as a procurement, a contract or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement — for purposes of federal grants administrative requirements — is a “subaward” or is instead a procurement “contract” under an award.

Additional guidance on the circumstances in which (for purposes of federal grants administrative requirements) an agreement constitutes a subaward as opposed to a procurement contract under an award, is available (along with other resources) on the [OJP Part 200 Uniform Requirements](#) web page.

i) Information on proposed subawards

A recipient of an OJP award may not make subawards (“subgrants”) unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

A particular subaward may be authorized by OJP because the recipient included a sufficiently detailed description and justification of the proposed subaward in the

application as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not sufficiently described and justified in the application as approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award it seeks, the applicant should 1) identify (if known) the proposed subrecipient(s), 2) describe in detail what each subrecipient will do to carry out the federal award and federal program and 3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and Budget Narrative.

ii) Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over \$150,000)

Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that — for purposes of federal grants administrative requirements — is considered a procurement contract, **provided that** 1) the recipient uses its own documented procurement procedures and 2) those procedures conform to applicable federal law, including the Procurement Standards of the DOJ Part 200 Uniform Requirements (as set out at 2 C.F.R. 200.317 - 200.326). The Budget Detail Worksheet and Budget Narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement contracts under awards will be entered into on the basis of full and open competition. If a proposed procurement contract would exceed the simplified acquisition threshold — currently, \$150,000 — a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a noncompetitive approach for the procurement.

An applicant that (at the time of its application) intends — without competition — to enter into a procurement contract that would exceed \$150,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition. Various considerations that may be pertinent to the justification are outlined in the [DOJ Grants Financial Guide](#).

d. Pre-Agreement Costs

For information on pre-agreement costs, see [Section V. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs may be charged to an award only if —

- (a) The recipient has a current (that is, unexpired), federally approved indirect cost rate or
- (b) The recipient is eligible to use, and elects to use, the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

An applicant with a current (that is, unexpired) federally approved indirect cost rate is to attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity or, if the applicant's accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the Office of the Chief Financial Officer Customer Service Center at 800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.

Certain OJP recipients have the option of electing to use the "de minimis" indirect cost rate. An applicant that is eligible to use the de minimis rate that wishes to use the de minimis rate should attach written documentation to the application that advises OJP of both 1) the applicant's eligibility to use the de minimis rate and 2) its election to do so. If an eligible applicant elects the de minimis rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The de minimis rate may no longer be used once an approved federally negotiated indirect cost rate is in place. (No entity that has ever had a federally approved negotiated indirect cost rate is eligible to use the de minimis rate.)

6. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

Every applicant (other than an individual applying in his/her personal capacity) is to download, complete and submit the [OJP Financial Management and System of Internal Controls Questionnaire](#) as part of its application.

Among other things, the form requires each applicant to disclose whether it currently is designated "high risk" by a federal grant-making agency outside of DOJ. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk
- The date the applicant was designated high risk
- The high-risk point of contact at that federal awarding agency (name, phone number and email address)
- The reasons for the high-risk status, as set out by the federal awarding agency

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered high risk by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award decisions, and may impose additional OJP oversight of an award (including through the conditions that accompany the award document).

7. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form Disclosure of Lobbying Activities (SF-LLL). An applicant that does not expend any funds for lobbying activities is to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

8. Additional Attachments

a. Applicant Disclosure of Pending Applications

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that 1) include requests for funding to support the same project being proposed in the application being submitted to OJP **and** 2) would cover any identical cost items outlined in the budget submitted to OJP as part of an application. The applicant is to disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to state agencies that will subaward [“subgrant”] federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Each applicant that has one or more pending applications as described above is to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency
- The solicitation name/project name
- The point of contact information at the applicable federal or state funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/Email for Point of Contact at Federal or State Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202-000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202-000-0000; john.doe@hhs.gov

Each applicant should include the table as a separate attachment to its application. The file should be named “Disclosure of Pending Applications.” The applicant Legal Name on

the application must match the entity named on the disclosure of pending applications statement.

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: “[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.”

b. Disclosure of Process Related to Executive Compensation

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization’s managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization’s compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (in the “OJP Financial Management and System of Internal Controls Questionnaire” mentioned above) whether or not the applicant entity believes (or asserts) that it currently satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities).

A nonprofit organization that states in the questionnaire that it believes (or asserts) that it has satisfied the requirements of 26 C.F.R. 53.4958-6 must then disclose, in an attachment to its application (to be titled “Disclosure of Process related to Executive Compensation”), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees and key employees (together, “covered persons”).

At a minimum, the disclosure must describe in pertinent detail the following: 1) the composition of the body that reviews and approves compensation arrangements for covered persons, 2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person, 3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons and 4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the Internal Revenue Service for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OJP may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

How to Apply

An applicant must submit its application through the [Grants Management System \(GMS\)](#), which provides support for the application, award and management of awards at OJP. **Each applicant must register in GMS for each specific funding opportunity.** Although the registration and submission deadlines are the same, OJP urges each applicant entity to register promptly, especially if this is the first time the applicant is using the system. Find complete instructions on how to register and submit an application in GMS at www.ojp.gov/gmscbt/. An applicant that experiences technical difficulties during this process may email GMS.HelpDesk@usdoj.gov or call 888-549-9901 (option 3), 24 hours every day, including during federal holidays. OJP recommends that each applicant **register promptly** to prevent delays in submitting an application package by the deadline.

Note on File Types: 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.”

Every applicant entity must comply with all applicable System for Award Management (SAM) and unique entity identifier (currently, DUNS number) requirements. If an applicant entity has not fully complied with applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award, and may use that determination as a basis for making an award to a different applicant.

All applicants should complete the following steps:

- 1. Acquire a unique entity identifier (currently, a Data Universal Numbering System [DUNS] number).** In general, the Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a “unique entity identifier” in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients and subrecipients. It will be used throughout the life cycle of an OJP award. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a

DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

2. **Acquire registration with the System for Award Management (SAM).** SAM is the repository for certain standard information about federal financial assistance applicants, recipients and subrecipients. All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. Each applicant must update or renew its SAM registration annually to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire a GMS username and password.** New users must create a GMS profile by selecting the “First Time User” link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to www.ojp.gov/gmscbt.
4. **Verify the SAM registration in GMS.** OJP requires each applicant to verify its SAM registration in GMS. Once logged into GMS, click the “CCR Claim” link on the left side of the default screen. Click the submit button to verify the SAM (formerly CCR) registration.
5. **Search for the funding opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the “Funding Opportunities” link on the left side of the page. Select the appropriate OJP bureau or program office and the program/project name associated with the invited application. See the OJP Invitation Letter and the title page of this guidance.
6. **Register by selecting the “Apply Online” button associated with the funding opportunity title.** The search results from step 5 will display the funding opportunity title along with the registration and application deadlines for this funding opportunity. Select the “Apply Online” button in the “Action” column to register for this funding opportunity and create an application in the system.
7. **Follow the directions in GMS to submit an application consistent with this guidance.** Once submitted, GMS will display a confirmation screen stating the submission was successful. **Important:** In some instances, an applicant must wait for GMS approval before submitting an application. OJP urges each applicant to submit its application **at least 72 hours prior** to the application due date.

Experiencing Unforeseen GMS Technical Issues

An applicant that experiences unforeseen GMS technical issues beyond its control that prevent it from submitting its application by the deadline must contact the [GMS Help Desk](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. The applicant must email the SMART Office contact identified in the OJP Invitation Letter **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant’s email must describe the technical difficulties and must include a timeline of the applicant’s submission efforts, the complete application, the applicant’s DUNS number and any GMS Help Desk or SAM tracking number(s). **Note: OJP does not automatically approve requests to submit a late application.** After OJP reviews the applicant’s request and verifies the reported technical issues with the GMS Help Desk, OJP will

inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or GMS in sufficient time (SAM registration and renewal can take as long as 10 business days to complete.)
- Failure to follow GMS instructions on how to register and apply as posted on the GMS website
- Failure to follow each instruction in the OJP Invitation Letter or guidance
- Technical issues with the applicant's computer or information technology environment, including firewalls

IV. Application Review Information

Review Process

OJP is committed to ensuring a fair and open process for making awards. 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 OJP invitation, this guidance to apply and any associated program(s).

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP reviews information related to the degree of risk posed by applicants. Among other things, to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award. In addition, if OJP anticipates that an award will exceed \$150,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System; FAPIIS).

Important note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by applicants.

However, the evaluation of risks goes beyond information in SAM. OJP itself has a framework in place for evaluating risks posed by applicants for competitive awards. OJP takes into account information pertinent to matters such as the following:

1. Applicant financial stability and fiscal integrity
2. Quality of the management systems of the applicant, and the applicant's ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide

3. Applicant's history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), as well as awards from other federal agencies
4. Reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements
5. Applicant's ability to comply with statutory and regulatory requirements and to effectively implement other award requirements

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

V. Federal Award Administration Information

Federal Award Notices

Award notifications will be made by September 30, 2017. OJP sends award notifications by email through GMS to the individuals listed in the application as the point of contact and the authored representative. The email notification includes detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9 p.m. Eastern Time on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires physical signature of the award document by the authorized representative and sending a scanned copy of the fully executed award document to OJP.

Administrative, National Policy and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, as well as all applicable requirements of federal statutes, regulations and executive orders (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

Applicants should consult the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)," available in the [OJP Funding Resource Center](#). In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Applicants may view these documents in the Apply section of the [OJP Funding Resource Center](#).

The web pages accessible through the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)" are intended to give applicants for OJP awards a general overview of important statutes, regulations and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2017. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute or program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

As stated above, the SMART Office expects that any award made in response to the invited application will be a cooperative agreement. A cooperative agreement will include a condition in the award document that sets out the "substantial federal involvement" in carrying out the award and program. Generally speaking, under cooperative agreements with OJP, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as coordination efforts and site selection, as well as review and approval of work plans, research designs, data collection instruments and major project-generated materials. In addition, OJP often indicates in the award condition that it may redirect the project if necessary.

In addition to a condition that sets out the "substantial federal involvement" in the award, cooperative agreements awarded by OJP include a condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities or similar events funded under the award.

General Information About Post-Federal Award Reporting Requirements

In addition to the deliverables identified in the OJP Invitation Letter, an award recipient will be required to submit the following reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semiannual reports, final financial and progress reports and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP website at <http://ojp.gov/funding/FAPIIS.htm>.

Data on performance measures. In addition to required reports, an award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as to assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, OJP will require any recipient, post-award, to

provide the performance measures data identified in the OJP Invitation Letter, so that OJP can calculate values for the pertinent performance measures.

VI. Federal Awarding Agency Contact(s)

For OJP contact(s), see the OJP Invitation Letter.

For contact information for GMS, see the title page of this guidance.

VII. Other Information

Freedom of Information Act and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the application and ask it to identify — quite precisely — any particular information in the application that applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law-enforcement sensitive information.

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this guidance, the application submission process and/or the application review process. Feedback may be provided to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. OJP **does not** send replies from this mailbox. A prospective applicant that has specific questions on any program or technical aspect of this invitation or guidance **must** use the appropriate telephone number or email listed in the OJP Invitation Letter to obtain information. These contacts are provided to help ensure

that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your résumé to ojppeerreview@lmsolas.com. (Do not send your résumé to the OJP Solicitation Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

Application Checklist

SMART FY 17 Maintenance and Operation of the Dru Sjodin National Sex Offender Public Website

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

What an Applicant Should Do:

Prior to Registering in GMS:

_____ Acquire a DUNS Number (see page 20)

_____ Acquire or renew registration with SAM (see page 21)

To Register with GMS:

_____ For new users, acquire a GMS username and password* (see page 21)

_____ For existing users, check GMS username and password to ensure account access* (see page 21)

_____ Verify SAM registration in GMS (see page 21)

_____ Search for correct funding opportunity in GMS (see page 21)

_____ Register by selecting the "Apply Online" button associated with the funding opportunity (see page 21)

_____ Read OJP policy and guidance on conference approval, planning and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see page 11)

_____ If experiencing technical difficulties in GMS, contact the SMART Office (see page 2)

*Password Reset Notice: GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contacts designated within GMS at the time the account was established. Neither OJP nor the GMS Help Desk will initiate a password reset unless requested by the authorized official nor a designated point of contact associated with an award or application.

Overview of Post-Award Legal Requirements:

_____ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)" in the [OJP Funding Resource Center](#).

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s) of up to \$1,000,000.

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

Eligible applicants are limited to nonprofit and/or for-profit organizations that have demonstrated significant experience in providing website development, hosting and management; web services; service-oriented architecture, distributed information sharing systems; and specialized training and technical assistance to the states, tribes and territories participating in SORNA information sharing. For-profit organizations must agree to waive any profits or fees for services.

The SMART Office may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

What an Application Should Include:

_____ Application for Federal Assistance (SF-424)	(see page 12)
_____ Project Abstract	(see page 12)
_____ Program Narrative	(see page 12)
_____ Budget Detail Worksheet	(see page 14)
_____ Budget Narrative	(see page 14)
_____ Indirect Cost Rate Agreement (if applicable)	(see page 16)
_____ Financial Management and System of Internal Controls Questionnaire	(see page 17)
_____ Disclosure of Lobbying Activities (SF-LLL)	(see page 18)
_____ Additional Attachments	
_____ Applicant Disclosure of Pending Applications	(see page 18)
_____ Project Timeline	(see page 11)
_____ Position Descriptions and Résumés of Key Personnel	(see page 11)
_____ Disclosure of Process Related to Executive Compensation (if applicable)	(see page 19)
_____ Request and Justification for Employee Compensation; Waiver (if applicable)	(see page 10)