

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



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## **SMART FY 2020 Support for Adam Walsh Act Implementation Grant Program**

### **FY 2020 Competitive Grant Solicitation**

**CFDA No.:** 16.750

**Grants.gov Solicitation No.:** SMART-2020-17430

**Solicitation Release Date:** January 23, 2020

**Application Deadline:** 11:59 p.m. Eastern time on March 24, 2020

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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 seeking applications for funding under the SMART FY 2020 Support for Adam Walsh Act Implementation Grant Program. This program furthers the Department's mission by assisting states, the District of Columbia, territories and certain federally recognized Indian tribes with implementation and ongoing maintenance of requirements under the Adam Walsh Child Protection and Safety Act of 2006, specifically Subtitle A of Title I of the Sex Offender Registration and Notification Act (SORNA).

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants for the preparation and submission to OJP of applications for funding. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant should follow this solicitation's guidance for that provision.

**Eligibility** (Who may apply):

#### **PURPOSE AREA 1: Maintaining and Enhancing SORNA Substantial Implementation in States, Territories and Tribal Jurisdictions**

The following entities are eligible to apply:

- States
- The District of Columbia
- Principal U.S. territories
- Federally recognized Indian tribal governments

For the purposes of this solicitation, eligible applicants are limited to jurisdictions that are defined by SORNA as states, the District of Columbia, the principal U.S. territories and federally recognized Indian tribal governments (as determined by the Secretary of the Interior) that are eligible under SORNA section 127 to carry out the functions of SORNA and have elected to do so.

Tribal applicants must demonstrate eligibility status by indicating that the tribe has elected to carry out the requirements of SORNA under section 127 and has not delegated its duties since its election. Tribes that have elected to carry out the requirements of SORNA must submit the tribal resolution that documents the tribe's election to do so. The Bureau of Indian Affairs publishes a list of federally recognized Indian tribes in the Federal Register.

## **PURPOSE AREA 2: Support for SORNA Implementation in Counties**

The following entities are eligible to apply:

- Counties in states that the SMART Office has determined to have [substantially implemented SORNA](#).

**For all purpose areas**, the SMART Office will consider making prioritized funding awards to the following: 1) jurisdictions that have not previously received funding under this program; 2) state and territorial applicants (or their political subdivisions or units of local government) that have already implemented SORNA; 3) tribal applicants that have implemented SORNA, submitted a SORNA substantial implementation package to the SMART Office for review or submitted a request for additional time to implement SORNA; or 4) tribal applicants that have not implemented SORNA, but whose SORNA registration activities have not been delegated to the state, if the funds are being used to move closer to substantial implementation.

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

### **Contact Information**

For technical assistance with submitting an application, visit the [Grants.gov Support page](#) or contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the SMART Office at the address below **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 Grants.gov Technical Issues" in the How To Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

For assistance with any other requirements of this solicitation, contact the SMART Office at 202-514-4689 or at [AskSMART@usdoj.gov](mailto:AskSMART@usdoj.gov).

General information on applying for SMART awards can be found at the [SMART Funding Opportunities page](#).

## **Deadline Details**

Applicants must [register with Grants.gov](#) prior to submitting an application. All applications are due by 11:59 p.m. Eastern time on March 24, 2020.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct promptly any problems that may have caused a rejection notification.

An applicant must use the **Add Attachment** button to attach a file to its application. (Do not click the paperclip icon to attach files. This action will not attach the files to the application.) After adding an attachment, select the **View Attachment** button to confirm the correct file is attached. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see the “How to Apply (Grants.gov)” section in the [OJP Grant Application Resource Guide](#).

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# SMART FY 2020 Support for Adam Walsh Act Implementation Grant Program CFDA No. 16.750

## A. Program Description

### Overview

The Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART) Support for Adam Walsh Act (AWA) Implementation Grant Program assists jurisdictions with developing and enhancing programs designed to implement the Sex Offender Registration and Notification Act (SORNA). SORNA (34 U.S.C. § 20901 et seq.) was enacted to provide a comprehensive set of minimum standards for sex offender registration and notification in the United States.

The term “jurisdiction” is defined in SORNA as any state of the United States, the District of Columbia, the principal U.S. territories and federally recognized Indian tribes—to the extent provided by SORNA section 127—that have elected to implement SORNA.

### Statutory Authority

This program is authorized pursuant to the Adam Walsh Child Protection and Safety Act, 34 U.S.C. § 20901 et seq.

### Program-Specific Information

The AWA Implementation Grant Program assists jurisdictions with developing and/or enhancing programs designed to implement SORNA requirements. SORNA requires 1) all states, the District of Columbia, the principal U.S. territories and participating federally recognized Indian tribes to maintain a sex offender registry, and 2) sex offenders to register and maintain a current registration in each jurisdiction where the offender resides, is an employee or is a student. SORNA also sets forth requirements for sex offender registries, to include specified information, duration of registration and in-person verification of sex offender registration information, as well as participation in the National Sex Offender Public Website (NSOPW.gov) and interjurisdictional notification of relocating offenders (e.g., SORNA Exchange Portal). For more specific information about SORNA substantial implementation and the National Guidelines and Supplemental Guidelines on Sex Offender Registration and Notification, visit [SMART's SORNA guidance](#).

### Goals, Objectives and Deliverables

The SMART Office is interested in proposals that facilitate, enhance and maintain jurisdictional implementation of SORNA. For each purpose area below, applications must include how the proposed project will further SORNA implementation.

The Goals, Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

**Note:** Activities proposed under Purpose Area 2 may address SORNA implementation issues described in Purpose Area 1 of this solicitation. However, to be considered under Purpose Area

2, applicants must clearly identify how the applied-for funding will directly address efforts on the local level to accomplish planned activities, goals and objectives, but will not duplicate or conflict with any ongoing SORNA activities or any SORNA-related activities proposed for funding by the applicant's respective state under Purpose Area 1.

**PURPOSE AREA 1: Maintaining and Enhancing SORNA Substantial Implementation in States, Territories and Tribal Jurisdictions**

**COMPETITION ID: SMART-2020-17616**

Applications are solicited from eligible jurisdictions interested in achieving, maintaining and/or enhancing SORNA implementation.

For state and territorial jurisdictions that have not yet substantially implemented SORNA, applicants must explain how the proposed project will bring the jurisdiction closer to implementation based on SMART's most recent SORNA substantial implementation review and determination for the jurisdiction.

For tribal jurisdictions that have not yet substantially implemented SORNA, applicants must have received a SORNA substantial implementation review, submitted materials for review or requested and received a "reasonable time" extension from the SMART Office. If the jurisdiction has received a substantial implementation review, the applicant must explain how the proposed project will bring the jurisdiction closer to implementation based on SMART's most recent review and determination.

For jurisdictions that have substantially implemented SORNA, the application must explain how the proposed project will support continued implementation of SORNA, enhance current registration/notification programs or address any SORNA requirements not fully met, as identified in their most recent SORNA substantial implementation review.

In developing and/or enhancing efforts or programs designed to implement or maintain SORNA standards, applicants may propose specific strategies and projects including, but not limited to, the following:

- Develop proposed legislation and administrative materials (such as policies, procedures or processing forms) that address SORNA's requirements, including legal support.
- Provide support for coordinated interagency efforts to enhance implementation of SORNA requirements.
- Develop or enhance law enforcement and other criminal justice agency information sharing within the jurisdiction, as well as between jurisdictions.
- Implement records management projects, such as converting paper documents to digital format as required by SORNA.
- Develop or enhance information sharing between the jurisdiction's sex offender registry and other jurisdiction entities (such as correctional facilities, motor vehicle departments) to improve the accuracy of information about registered sex offenders.
- Develop and conduct training, including safety training, for law enforcement and other criminal justice agency personnel responsible for sex offender registration, notification, monitoring or management or investigating failure-to-register cases.
- Enhance registration verification strategies, collaborating with other jurisdictions and agencies on absconder investigations and expanding community education and prevention programs related to sex offender registration, notification or management.

- Implement and enforce SORNA's 21-day advance notice of international travel requirement.
- Enhance the jurisdiction's infrastructure to assist implementation of SORNA, such as the collection, storage, submission or analysis of sex offender biometric data (finger and palm prints) and DNA to state or FBI laboratories. **See Budget Information including referenced footnote for more information.**

### **Tribal applicants**

- Tribes that have been found to have substantially implemented SORNA may apply for funding to –
  - develop, improve or sustain registration/notification functions and activities, including developing community education programs on sex offender topics (e.g., promoting an understanding of the tribe's sex offender registration, notification, treatment and community supervision strategies; safety planning; and facts and statistics about sexual offending and offenders), or collaboration with intratribal organizations, including victim service agencies, courts, probation offices, schools and other entities. An application to fund such a collaborative approach or project must include supporting documentation from the included tribal organizations detailing how the collaboration will work. The application should also detail how such strategies will sustain and support the tribe's sex offender registration and notification program.
  - develop or enhance interjurisdictional cooperation, including information-sharing infrastructure improvement to assist SORNA implementation, such as the collection, storage, submission or analysis of sex offender biometric data (finger and palm prints).
- Tribes that have elected to carry out SORNA may apply for funding to support SORNA activities that benefit a consortium of tribes implementing SORNA. Several tribes may choose to form a consortium to share resources (e.g., hardware, digital fingerprint equipment, kiosks; joint staff or shared registry office space; shared public registry website) or collaborate on enforcement activities or registration facilities. An application to fund a collaborative approach or project must include supporting documentation, such as an interagency agreement, a memorandum of understanding or a letter of cooperation, that demonstrates commitment from each member jurisdiction of the consortium.

### **States with tribal jurisdictions within their borders**

- States may apply to support efforts of local or state units of government, or P.L. 280 tribes, to develop or enhance their sex offender registration and notification functions that pertain to tribal nations that have had their SORNA functions delegated to the state.<sup>1</sup>
- State jurisdictions that include P.L. 280 tribes are encouraged to specifically address the unique needs of the tribes in any project design for SORNA implementation as it relates to these tribes.
- State jurisdictions that have tribal SORNA jurisdictions within their borders may apply for

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<sup>1</sup> Public Law 83-280 (P.L. 280) delegated to certain named states criminal and civil jurisdiction on reservations within those states' boundaries. The following states are mandatory P.L. 280: Alaska, California, Minnesota, Nebraska, Oregon and Wisconsin. See 18 U.S.C. § 1162. Another nine states have "opted-in," but not all tribes in those states have consented to delegation.

funding to enhance their collaboration with tribes, including enhancing information sharing such as tribal access to the National Crime Information Center, National Sex Offender Registry. An application to fund a collaborative approach or project must include supporting documentation, such as an interagency agreement, a memorandum of understanding or a letter of cooperation, that demonstrates the collaborative endeavor from each SORNA jurisdiction involved in the collaboration.

As in prior fiscal years, jurisdictions may elect to subaward to a political subdivision or unit of local government in their application, if that subaward is in keeping with the jurisdiction's overall implementation strategy. Note, however, that it is the jurisdiction's responsibility to ensure that the subaward(s) in question does not duplicate any request submitted by these entities under Purpose Area 2, below.

## **PURPOSE AREA 2: Support for SORNA Implementation in Counties**

### **COMPETITION ID: SMART-2020-17617**

Applications are solicited from eligible entities that seek to improve sex offender registration and address verification activities and assure sex offender registry official safety at the county level in states that have substantially implemented SORNA. (See [SMART Office website](#) to confirm state implementation status.)

Strategies proposed under Purpose Area 2 may address the issues described in Purpose Area 1 of this solicitation. However, to be considered for an award under Purpose Area 2, applicants must clearly identify how the proposed project will directly address county-level efforts to accomplish SORNA implementation, but will not duplicate or conflict with state-level SORNA activities.

Applicants may propose specific strategies and projects to develop or enhance jurisdiction-wide SORNA implementation including, but not limited to, the following:

- Enhance registration verification strategies, collaborate with other county law enforcement and other agencies on absconder and noncompliant sex offender investigations, and expand community notification related to sex offender registration.
- Implement records management projects, such as converting paper documents to digital format as required by SORNA.
- Develop or enhance information sharing between the county's sex offender registry and other entities (such as jail facilities, motor vehicle departments) to improve the accuracy of information about registered sex offenders.
- Develop registration officer safety protocols.
- Facilitate communication/assistance to neighboring Indian tribes who require and request sex offender registration assistance.

**Applicants must include in the application package a letter of support from the state registering agency confirming that proposed county-level efforts will not duplicate or conflict with any state-level SORNA activities.**

### **Additional Information Required:**

State and territory applicants that are penalized for failing to substantially implement SORNA and that recently received or expect to receive Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) SORNA reallocation funding, should describe how the proposed project complements the work that the jurisdiction plans to perform with reallocation funding. Applicants should ensure that the proposed project involves activities that are separate from or complement the tasks being performed with the SORNA reallocation funding, so as to avoid receiving duplicate funds for the same activity.

### **OJP Priority Areas**

In FY 2020, OJP is supporting the priority areas identified below. Applications proposing activities in the following areas will be given priority consideration:

- Addressing the specific challenges that rural communities face.
- Encouraging program investments in economically distressed communities (Qualified Opportunity Zones).

To receive priority consideration under the rural priority, applicants must describe what makes the geographic service area rural (using U.S. Census or other appropriate government data), how isolated the area is from needed services, and how they will address specific public safety challenges in rural communities.

To receive priority consideration under the Qualified Opportunity Zones priority, applicants must include information that specifies how the project will enhance public safety in the specified QOZs. For resources on QOZs, and for a current list of designated QOZs, see the U.S. Department of the Treasury's [Opportunity Zones Resources webpage](#).

### **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. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

### **Information Regarding Potential Evaluation of Programs and Activities**

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

## **B. Federal Award Information**

### **Purpose Area 1:**

Maximum number of awards SMART Office expects to make	40 awards
Estimated maximum dollar amount for each award	\$400,000
Total amount anticipated to be awarded under Purpose Area 1	\$16,000,000
Period of performance start date	October 1, 2020
Period of performance duration	36 months

**Purpose Area 2:**

Maximum number of awards SMART Office expects to make	20 awards
Estimated maximum dollar amount for each award	\$150,000
Total amount anticipated to be awarded under Purpose Area 2	\$3,000,000
Period of performance start date	October 1, 2020
Period of performance duration	36 months

The SMART Office may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and progress of award-funded work, when making continuation award decisions.

The SMART Office may elect to fund applications submitted under this FY 2020 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application.

Any proposed subawards must be approved by the SMART Office. The SMART Office may consider administration priorities, among other factors, in determining whether to approve any such subaward.

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**

The SMART Office expects to make awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for additional information.

**Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements<sup>2</sup> as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

**Budget Information**

The SMART Office has developed information technology resources that have been made available to all SORNA jurisdictions for the purpose of meeting requirements of participation in the Dru Sjodin National Sex Offender Public Website. These resources include software such as mapping technology, geographic radius and email address search applications, and community notification and email notification applications. Additionally, the SMART Office provides the Tribe and Territory Sex Offender Registry System (TTSORS) free of charge to tribes and territories. TTSORS assists the tribes and territories with implementing SORNA registry system requirements. It functions as the administrative registry system and as the

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<sup>2</sup> 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.

public sex offender registry website system for jurisdictions. See the [TTSORS Fact Sheet](#) for additional information.

Software may be purchased with funding under this solicitation if there is a proven and justifiable need. Allowable software purchases include software needed by the jurisdiction to support kiosks or facilitate information sharing between a jurisdiction's sex offender registry and other law enforcement-operated electronic systems or databases and sex offender tracking systems within the jurisdiction (including local law enforcement), software that facilitates sex offender tracking and management throughout the jurisdiction, and software or technical assistance necessary to facilitate use of SMART-provided software resources.

Applicant proposals may include the purchase of equipment such as digital fingerprint and palm print equipment, scanners to transfer existing records and documents into a digital format, computer hardware, and DNA collection equipment.<sup>3</sup> It is expected that, in this grants cycle and in future years, Adam Walsh Act implementation funding will be increasingly used for implementation activities other than the purchase of equipment, given the widespread automation of law enforcement records systems since SORNA's enactment.

Grant funds to tribes can be used to purchase an electronic scanner or live scan device for scanning finger and palm prints for upload to the FBI Next Generation Identification system. However, tribes typically have to coordinate with the state in which they are located in order to connect to those federal databases.<sup>4</sup> Note: A tribe can purchase a scanner without working with the state, but if no connection is established, the tribe will have to print the scanned prints and mail them to the FBI using FBI-provided mailers. Information on this process is available on the [SMART Office website](#).

States will need to agree to accept and facilitate a connection to a tribe that wishes to use such devices for the upload. Further, states will need to provide to the tribe information on what hardware or device will interface with their system. Tribal applicants must document either 1) how the transmission of data will be made directly to the FBI, or 2) how data will be transmitted through the state, including any memoranda of understanding or other agreements.

#### **Cost Sharing or Matching Requirement**

This solicitation does not require a match.

**Please see the [OJP Grant Application Resource Guide](#) for information on the following:**

**[Pre-agreement Costs \(also known as Pre-award Costs\)](#)**

**[Limitation on Use of Award Funds for Employee Compensation; Waiver](#)**

**[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)**

**[Costs Associated with Language Assistance](#) (if applicable)**

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<sup>3</sup> Tribes that propose to use grant funds to support the collection, storage and submission of DNA must document that costs are necessary and verifiable. Examples of verified and validated costs include fees that a state or its political subdivision charges the tribe for collection, storage or submission of DNA. Please note that contracting with a private lab does not facilitate submission of DNA to the Combined DNA Index System (CODIS), and thus does not meet SORNA requirements. As a result, private lab fees are unallowable costs. The FBI Laboratory permits SORNA tribes to receive free DNA collection kits, and the FBI Laboratory analyzes the kits and enters the data into CODIS for free. Contact the SMART Office for additional information.

<sup>4</sup> This process may change with further expansion of the Department's Tribal Access Program.

## C. Eligibility Information

For eligibility information, please see title page.

## D. Application and Submission Information

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the “Disclosure of Process Related to Executive Compensation” provisions in the “Application Attachments” section of the OJP Grant Application Resource Guide.

### What an Application Should Include

The following application elements **must** be included in the application submission for an application to meet the basic minimum requirements to advance to peer review and receive consideration for funding: Program Narrative and Budget Detail Worksheet (including Budget Narrative). The requested funding amount must not exceed the maximum award amount, noted in Section B. Federal Award Information.

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or that is nonresponsive to the scope of the solicitation.

### 1. Application for Federal Assistance (Standard Form 424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

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

### 2. Project Abstract

Applications should include a project abstract (no more than 400 words) that summarizes the proposed project, including primary activities, products and deliverables, the service area, and who will benefit. 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 12-point Times New Roman font with 1-inch margins.

### 3. Program Narrative

The program narrative should respond to the solicitation and present a detailed description of the purpose, scope, goals and objectives of the proposed project. The program narrative should be double-spaced, using 12-point Times New Roman font with 1-inch margins, and should not exceed 25 pages. Please number pages “1 of 25,” “2 of 25,” etc. Submissions that do not adhere to the format may be deemed ineligible. Information required under the “Budget and Budget Narrative” and “Other Attachments” sections will not count toward the program narrative page count.

If the program narrative fails to comply with these length-related restrictions, the SMART Office may negatively consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative:<sup>5</sup>

**a. Description of the Issue**

Applicants should describe the challenges that the jurisdiction faces in implementing or maintaining ongoing compliance with SORNA and the strategy for addressing those challenges, if grant funds are awarded. Applicants should describe steps taken to assess and analyze their current sex offender registration and notification systems in relation to SORNA implementation or ongoing compliance.

**b. Project Design and Implementation**

Applicants should detail how the project will operate during the funding period and describe the strategy that will be used to implement the proposed project. This section should illustrate what activities are proposed for the project and describe how the strategy will support the goals and objectives.

**For Purpose Area 1:** SORNA Implementation Plan (for jurisdictions that have not already implemented SORNA): Discussion of a jurisdiction's planned activities should include information regarding the jurisdiction's SORNA implementation plan. The plan should include a list of involved individuals/entities and their responsibility regarding SORNA implementation. It is expected that successful grantees will report on their jurisdiction's SORNA implementation progress in their semiannual progress reports.

This requirement does not apply to jurisdictions that have already been found to have substantially implemented SORNA.

**c. Capabilities and Competencies**

This section should describe the experience and capability of the applicant and any proposed subrecipients (including contractors and consultants) that the applicant will use to implement and manage the project and highlight any previous experience implementing projects of similar scope, design and magnitude. The management and organizational structure described should match the staff needs necessary to accomplish the goals, objectives and tasks outlined in the project work plan.

Position descriptions and/or résumés for key personnel (including proposed subrecipients contractors and consultants) 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.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data

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<sup>5</sup> For information on subawards (including the details on proposed subawards that should be included in the application), see "Information on Proposed Subawards and Proposed Procurement Contracts" on the [Budget Preparation and Submission section](#) of the [OJP Grant Application Resource Guide](#).

directly relate to the goals, objectives and deliverables identified under "Goals, Objectives and Deliverables" in [Section A. Program Description](#).

Applicants should visit [OJP's Performance Measurement page](#) for an overview of performance measurement activities at OJP.

Performance measures for this solicitation are listed in [Appendix A: Performance Measures Table](#).

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are not required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

Award recipients will be required to provide relevant data by submitting semiannual progress reports, that include performance measurement data, through OJP's Grants Management System.

**e. Plan for SORNA Sustainability**

The applicant should discuss plans for sustainability, i.e., how the program will continue to operate beyond the grant award period. If personnel costs are supported by grant funds, include specific discussion of how these positions will be maintained beyond the grant award period.

**Note on Project Evaluations**

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

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

4. [Budget Detail Worksheet and Budget Narrative](#) in the "Budget Preparation and Submission Information" section.
5. [Indirect Cost Rate Agreement](#)
6. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high risk status\)](#)
7. [Disclosure of Lobbying Activities](#)
8. [Applicant Disclosure of Pending Applications](#)
9. [Applicant Disclosure and Justification – DOJ High Risk Grantees<sup>6</sup>](#) (if applicable)

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<sup>6</sup> A "DOJ High Risk Grantee" is a recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

## 10. Tribal Authorizing Resolution (if applicable)

An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

## 11. Research and Evaluation Independence and Integrity

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

## 12. Additional Attachments

Applicant should submit the following information as attachments to the application:

- a. **Program Timeline:** Submit as an attachment with each project goal, related objective, activity, expected completion date and responsible person or organization. Please use the actual calendar months and year in the program timeline.
- b. **Memorandum of Understanding (if applicable):** Any applicant proposing a collaborative effort should provide a letter of cooperation, memorandum of understanding (MOU) or interagency agreement that documents the collaborative work of all involved agencies. Jurisdictions that were previously funded and are proposing to support local units of government or P.L. 280 tribes to develop or enhance their sex offender registration and notification functions should provide a letter or MOU that indicates the local jurisdiction or tribe is in agreement with, and supportive of, the proposed activities.
- c. **Position Descriptions and/or Résumés of Key Personnel:** Attach position descriptions and/or résumés or biographical sketches of any and all key staff or other individuals who will be significantly involved in substantive aspects of the project.

To assist OJP in assessing actual or apparent conflicts of interest (including conflicts on the part of prospective reviewers, include a complete list of the individuals named or otherwise identified anywhere in the application (including in the budget or in any other attachment) who will or may work (or advise or consult) on the proposed project. **This applies to all individuals, including any proposed subrecipient entity, contractors and consultants.**

- d. **List of Procurement Contracts:** If the application (including the budget) identifies any proposed non-competitive agreements that are or may be considered procurement "contracts" (rather than subawards) for purposes of federal grants administrative requirements, the applicant also must list the entities with which the applicant proposes to contract. Applicants should provide this list as a separate sheet entitled "Proposed non-competitive procurement contracts." Visit the [information on subrecipients, contractors and consultants](#) in the OJP Grant Application Guide for more.
- e. **Organizational Chart**
- f. **For Tribal Applicants:**
  - o Tribal resolution filed with the SMART Office that documents the tribe's election to

- carry out the requirements of SORNA.
  - Tribal authorizing resolution to apply to this funding opportunity.
- g. Counties applying under Purpose Area 2** should provide a letter of cooperation, MOU or interagency agreement that documents the collaborative work with the state jurisdiction.
- h. Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable):** As is mentioned above, OJP will give priority consideration in award decisions to applications that propose projects that will likely enhance public safety in federally designated Qualified Opportunity Zones (QOZs). Each applicant proposing a project it anticipates will likely enhance public safety in one or more QOZs should provide a sufficient narrative explanation in order for OJP to identify clearly the public safety benefit the applicant anticipates that its project will have on a specified QOZ(s). The narrative and the list of impacted QOZs (by census tract number) must be included as an attachment that is clearly labeled as addressing QOZs. The applicant may also include tables, charts, graphs or other relevant illustrations that may be useful in comprehending the manner in which the proposed project is anticipated to benefit a QOZ(s).
- i. Documentation of Rural Challenges (if applicable):** As is mentioned above, OJP will give priority consideration in award decisions to applications that address the specific public safety challenges that rural communities face. Each applicant proposing a project receive priority consideration under the rural priority, should provide a sufficient narrative to include what makes the geographic service area rural (using U.S. Census or other appropriate government data), how isolated the area is from needed services, and how they will address specific public safety challenges in rural communities. The narrative must be included as an attachment that is clearly labeled as addressing rural challenges.

### **How To Apply (Grants.gov)**

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

### **Registration and Submission Steps**

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

- CFDA No. 16.750, Support for Adam Walsh Act Implementation Grant Program
- Funding Opportunity No. SMART-2020-17430
  - Purpose Area 1: Competition ID SMART-2020-17616
  - Purpose Area 2: Competition ID SMART-2020-17617

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

## E. Application Review Information

### Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. **Description of the Issue (20%):** For Purpose Area 1, applicants should link the proposed activities to as-yet unmet implementation requirements identified in the jurisdiction's most recent SORNA substantial implementation review, if any.

For all purpose areas, applicants should discuss the jurisdiction's strategy to implement the project and identify deficits or problems encountered as well as needs identified in order to substantially implement or maintain substantial implementation of SORNA.

2. **Project Design and Implementation (30%):** Applicants should outline how the proposed project will move the jurisdiction closer to substantial implementation of SORNA or enhance ongoing SORNA compliance and help to sustain the efficacy and viability of the jurisdiction's sex offender registration and notification program. In addition, applicants should specifically identify each SORNA requirement that will be implemented or enhanced as a result of the proposed project.
3. **Capabilities and Competencies (25%):** Applicants should describe the management structure and staffing of the project and include information describing the roles and responsibility of key organizational and functional components and personnel. In addition, applicants should describe the experience and capacity of existing/proposed grants management staff who will be responsible for the successful management of federal grant awards.
4. **Plan for Collecting Data Required for This Solicitation's Performance Measures (5%):** Applicants should describe the process for measuring program performance. Identify who will collect the data, who is responsible for performance measurement and how the information will be used to guide and evaluate the impact of the program. Applicants should identify and describe both the outputs and outcomes they anticipate as a result of their proposed implementation strategy and a process for measuring them.
5. **Budget (10%):** Applicants should provide a budget that is complete, cost effective and allowable (e.g., reasonable, allocable and necessary for project activities). The budget should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget descriptions should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>7</sup> Applicants should also budget for travel/lodging expenses for one person to travel to participate in SMART-sponsored training events/conferences (locations to be determined). It is expected that this meeting would be for a minimum of three days and two nights, for at least one representative from the program; a maximum of three participants may be budgeted.
6. **Plan for SORNA Sustainability (5%):** Applicants should discuss how the proposed project will reduce the jurisdiction's long-term costs in registry operation and maintenance and how

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<sup>7</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

the program will continue to operate beyond the period of the grant award. If personnel costs are supported by grant funds, include specific discussion of how these positions will be maintained beyond the period of the grant award.

7. **Other (5%):** Project abstract, project timeline, position descriptions and résumés, organizational chart, indirect cost rate agreement (if applicable) and tribal authorizing resolution (if applicable).

### **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, achievable and consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.
- The application, if submitted by an applicant that is a DOJ High Risk Grantee,<sup>8</sup> or is designated “high risk” by a federal grant-making agency outside of DOJ, must not have been determined by the SMART Office Director to pose a substantial risk of program implementation failure, based on 1) the applicant’s lack of sufficient progress in addressing required corrective actions necessary for removal of the DOJ High Risk Grantee (or non-DOJ high risk) designation, 2) the nature and severity of the issues leading to or accompanying the DOJ High Risk Grantee (or non-DOJ high risk) designation, and/or 3) the applicant’s expected ability to manage grant funds and achieve grant goals and objectives.

For a list of the application elements that **must** be included in the application submission in order for an application to meet the basic minimum requirements, see “What an Application Should Include” under Section D. Application and Submission Information.

Peer review panels will evaluate, score and rate applications that meet basic minimum requirements. The SMART Office may use internal peer reviewers, external peer reviewers or a combination, to assess applications on technical merit using the solicitation’s review criteria. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. Peer reviewers’ ratings and any resulting recommendations are advisory only, but are considered carefully.

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<sup>8</sup> See “Applicant Disclosure and Justification - DOJ High Risk Grantees” under “What an Application Should Include,” above, for a definition of “DOJ High Risk Grantee.”

Other important considerations for the SMART Office include geographic diversity, strategic priorities (specifically including, but not limited to, addressing public safety challenges that rural communities face and/or demonstrable potential enhancement to public safety in one or more federally designated Qualified Opportunity Zones), available funding, and the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary and otherwise allowable under federal law and applicable federal cost principles.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. 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 the [System for Award Management](#) as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system (Federal Awardee Performance and Integrity Information System, FAPIIS) accessible through the [System for Award Management](#).

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider peer review ratings, SMART Office recommendations and other factors indicated in this section.

## **F. Federal Award Administration Information**

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

### **[Federal Award Notices](#)**

#### **[Administrative, National Policy and Other Legal Requirements](#)**

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

### **[Information Technology Security Clauses](#)**

### **General Information About [Post-Federal Award Reporting Requirements](#)**

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit certain reports and data.

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

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

## **G. Federal Awarding Agency Contact(s)**

For OJP contact information, see page 2.

For contact information for Grants.gov, see page 2.

## **H. Other Information**

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Freedom of Information and Privacy Act \(5 U.S.C. 552 and 5 U.S.C. 552a\)](#)

[Provide Feedback to OJP](#)

### Appendix A: Performance Measures Table

Objective	Performance Measure(s)	Data Recipient Provides
<p>Improve public sex offender registry systems to support and maintain SORNA compliance.</p>	<p>Number of staff trained (if applicable)</p>	<p>Number of jurisdiction personnel trained on SORNA compliance/implementation during the current reporting period.</p>
	<p>Number of records that are automated (if applicable)</p>	<p>Number of records/data (including sex offender case files, sex offender registration information, finger/palm print cards, DNA) captured and/or automated during the current reporting period.</p>
	<p>Percentage of records/data made electronically accessible for inclusion in SORNA jurisdiction sex offender registries</p>	<p>Number of records/data electronically accessible during the <b>beginning</b> of each month of the current reporting period.</p> <p>Number of updated sex offender registration records electronically transmitted (intra- and interjurisdictionally) through the SORNA Exchange Portal or other means during each month of the current reporting period.</p>
	<p>Percentage of grantees that have increased information exchange between state/tribal/territory sex offender registration agencies and other SORNA jurisdictions or federal, state or local agencies</p>	<p>Number of information exchanges between state/tribal/territory sex offender registration agencies and other SORNA jurisdictions or federal, state or local agencies, by type, through the SORNA Exchange Portal during the current reporting period.</p>

## Appendix B: Application Checklist

### SMART FY 2020 Support for Adam Walsh Act Implementation Grant Program

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

#### What an Applicant Should Do:

##### *Prior to registering in Grants.gov:*

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew SAM.gov registration (see [OJP Grant Application Resource Guide](#))

##### *To register with Grants.gov:*

- Acquire Authorized Organization Representative and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire Authorized Organization Representative confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

##### *To find funding opportunity:*

- Search for the Funding Opportunity on Grants.gov (see page 16)
- Select the correct Competition ID (see page 16)
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read [OJP policy and guidance on conference approval, planning, and reporting](#) (see [OJP Grant Application Resource Guide](#))

##### *After application submission, receive Grants.gov email notifications:*

- 1) Application has been received.
- 2) Application has either been successfully validated or rejected with errors. (see [OJP Grant Application Resource Guide](#))

##### *If no Grants.gov receipt, and validation or error notifications are received:*

- Contact SMART Office regarding experiencing technical difficulties (see [OJP Grant Application Resource Guide](#))

#### Overview of Post-Award Legal Requirements:

- Review the [Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards](#) in the [OJP Funding Resource Center](#).

#### Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$400,000 for Purpose Area 1; and \$150,000 for Purpose Area 2.

**Eligibility Requirement:** See eligibility requirements for Purpose Area 1 and Purpose Area 2 on pages 1-2 of the solicitation.

## What an Application Should Include:

The following items are critical application elements required to pass the basic minimum requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither advance to peer review, nor receive further consideration.

- Program Narrative (see page 12)
- Budget Detail Worksheet (including Budget Narrative) (see page 14)
- Requested Funding within Purpose Area 1 Limit of \$400,000 (see page 9)
- Requested Funding within Purpose Area 2 Limit of \$150,000 (see page 10)

- Application for Federal Assistance (SF-424) (see page 12)
- Project Abstract (see page 12)
- Program Narrative (see page 12)
- Budget Detail Worksheet (including Budget Narrative) (see page 14)
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Tribal Authorizing Resolution (if applicable) (see page 16)
- Financial Management & System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

### Additional Attachments

- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Program Timeline: Submit as an attachment with each project goal, related objective, activity expected completion date, and responsible person or organization. (see page 15)
- Memorandum of Understanding (if applicable) (see page 15)
- Position Descriptions and/or Résumés for Key Personnel (see page 15)
- List of Procurement Contracts (see page 15)

- Organization Chart (see page 15)
- Purpose Area 2: Letter of Cooperation, MOU or Interagency Agreement (see page 16)
- Plan for SORNA Sustainability (if applicable) (see page 14)
- Documentation of Anticipated Benefit to Qualified Opportunity Zone (if applicable)  
(see page 16)
- Documentation of Rural Challenges (if applicable) (see page 16)
- Request and Justification for Employee Compensation; Waiver (if applicable)  
(see [OJP Grant Application Resource Guide](#))
- Information on Proposed Subawards (if applicable)  
(see [Budget Preparation and Submission section, OJP Grant Application Resource Guide](#))