



---

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking, is seeking applications for the SMART FY 13 Sex Offender Registration and Notification Act (SORNA) Tribal Training and Technical Assistance Program. This program furthers the Department's mission by assisting federally-recognized Indian tribes with understanding the Sex Offender Registration and Notification Act (SORNA) and the critical implementation requirements, and providing guidance and direction on all aspects of SORNA implementation and ongoing SORNA activities.

## **SMART FY 13 SORNA Tribal Training and Technical Assistance Program**

### **Eligibility**

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

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

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 18. All applications are due by 11:59p.m. Eastern Time on April 11, 2013. (See "Deadlines: Registration and Application," page 4.)

### **Contact Information**

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to [support@grants.gov](mailto:support@grants.gov).

**Note:** The [Grants.gov](http://Grants.gov) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal.

For assistance with any other requirements of this solicitation, contact Juli Ana Grant, Policy Advisor, by telephone at (202) 514-7768, or by e-mail at [JuliAna.Grant@usdoj.gov](mailto:JuliAna.Grant@usdoj.gov); or Faith Baker, Associate Director, by telephone at (202) 305-2586, or by email at [Faith.Baker@usdoj.gov](mailto:Faith.Baker@usdoj.gov).

Grants.gov number assigned to this announcement: SMART-2013-3506

Release Date: February 26, 2013

# Contents

Overview .....	4
Deadlines: Registration and Application .....	4
Eligibility .....	4
SORNA Tribal Training and Technical Assistance Program- Specific Information .....	4
Performance Measures .....	8
Notice of Post-Award FFATA Reporting Requirement.....	10
What an Application Should Include .....	10
1. Information to Complete the Application for Federal Assistance (SF-424) .....	11
2. Program Narrative .....	11
3. Budget Detail Worksheet and Budget Narrative.....	12
4. Indirect Cost Rate Agreement (if applicable) .....	13
5. Additional Attachments.....	13
6. Other Standard Forms.....	14
Selection Criteria.....	15
Review Process .....	15
Additional Requirements .....	16
How to Apply .....	17
Provide Feedback to OJP on This Solicitation.....	20
Application Checklist.....	21

# SMART FY 13 SORNA Tribal Training and Technical Assistance Program (16.750)

## Overview

The Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART) support for the SORNA Tribal Training and Technical Assistance Program focuses on providing training and technical assistance to tribal jurisdictions for the purpose of developing programs to substantially implement the Sex Offender Registration and Notification Act (SORNA) Title I of the Adam Walsh Act (42 U.S.C. § 16901, et seq.). This Act is designed to protect children and adults from sexual exploitation and violent crime, prevent child abuse and child pornography, promote Internet safety, and honor the memory of Adam Walsh and other crime victims. SORNA was enacted to protect the public from convicted sex offenders and offenders against children by establishing a comprehensive national system for the registration and notification of those offenders. The recipient of this award will provide targeted training and technical assistance to tribes that have opted to become SORNA registration jurisdictions, with an emphasis on hard to reach and underserved tribes. This training and technical assistance will include providing guidance and direction on how to substantially implement the minimum requirements set by SORNA, how to develop and sustain a functioning sex offender registration and notification program, how to integrate a sex offender registration and notification program with other criminal justice and victim/survivor serving programs and developing quality, competitive grant applications responsive to SMART Office solicitations.

## Deadlines: Registration and Application

Applicants must register with Grants.gov in order to submit an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date. The deadline to apply for funding under this announcement is 11:59pm eastern time on April 11, 2013. See "How to Apply" on page 17 for details.

## Eligibility

Refer to the title page for eligibility under this program.

## SORNA Tribal Training and Technical Assistance Program- Specific Information

The SORNA Tribal Training and Technical Assistance Program was developed to provide support and guidance to tribes that opted to be a sex offender registration jurisdiction and are working towards substantially implementing the components of the Sex Offender Registration

and Notification Act. In summary, SORNA requires: (1) participating federally recognized Indian tribes to maintain a sex offender registration and notification program; 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 registration programs, to include: the collection and posting on a public website of specified required information; the establishment of sex offender registration codes, policies and procedures; participation in information sharing activities including finger and palm printing, DNA collection and submission; the entry of data into NCIC/NSOR; and participation in the Dru Sjodin National Sex Offender Public Website. New requirements were established for offenders, including increases in duration of registration, in-person verification of sex offender identity, notification of international travel and potential liability for a federal offense for failing to register.

This grant is designed to support tribal jurisdictions in meeting SORNA's requirements and to provide guidance on how to develop, run and sustain successful sex offender registration and notification programs. For more specific information about compliance with SORNA and access to the National Guidelines on Sex Offender Registration and Notification and the Supplemental Guidelines on Sex Offender Registration and Notification, or for more information and resources on the Adam Walsh Act, please visit [www.smart.gov](http://www.smart.gov).

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

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

The successful applicant will work with the SMART Office to identify and assist tribes who will require technical assistance to substantially implement SORNA, such as technical assistance on how to develop and sustain a functioning sex offender registration and notification program

or how to integrate a sex offender registration and notification program with other criminal justice and victim/survivor serving programs. The applicant will plan and deliver training and technical assistance to the greatest number of SORNA tribal jurisdictions possible, and will include an outreach plan to tribes that have not historically been engaged with these efforts. The successful applicant will be required to measure the effect of the technical assistance as it relates to improving grantees' ability to substantially implement the components of SORNA, run a functioning sex offender registration and notification program, and to successfully submit applications for funding for these efforts.

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

- Deliver targeted onsite technical assistance to Indian tribes identified by the SMART Office related to SORNA implementation planning, infrastructure development, needs assessments, and implementation activities.
- Develop a substantial implementation handbook and/or other materials that will provide support to tribal jurisdictions seeking to substantially implement SORNA.
- Develop and coordinate workshops or other technical assistance presentations and/or products for tribes to provide guidance for how to write an application for funding to support SORNA related activities.
- Develop a training and technical assistance delivery plan based on identified needs of each site.
- Develop individual training and technical assistance plans for each site.
- Develop a program, policy and data capacity assessment for each training and technical assistance site.
- Provide technical assistance workshops, webinars and/or regional trainings to tribal SORNA jurisdictions. The SMART Office is particularly interested in funding program activities that provide outreach and technical assistance to Indian tribes through multiple and varied delivery methods.
- Conduct monthly conference calls and/or videoconferences, and at least annual on-site visits with SMART staff.
- Organize and facilitate annual training by the SMART Office for grantee's staff and consultants.
- Prepare a report for possible future publication and dissemination.

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

The SMART Office anticipates that it will make up to one award through a cooperative agreement of up to \$750,000 for a 24-month project period.

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

## **Budget Information**

Applicant proposals must include funding to send staff and consultants that will be providing the training and technical assistance to the SMART Office's 2014 Symposium on Sex Offender Management and Accountability.

## **Limitation on Use of Award Funds for Employee Compensation; Waiver**

With respect to any award of more than \$250,000 made under this solicitation, 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% 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 2012 salary table for SES employees is available at [www.opm.gov/oca/12tables/indexSES.asp](http://www.opm.gov/oca/12tables/indexSES.asp). 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 (AAG) 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.

## **Minimization of Conference Costs**

OJP encourages applicants to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP Web site at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm). This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including, meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants

also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

**Note on food and beverages:** OJP may make exceptions to the general prohibition on using OJP funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

**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 of the OJP "Other Requirements for OJP Applications" Web page at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

**Match Requirement**

This solicitation does not require a 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.

**Performance Measures**

To assist the Department with 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, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Provide training and technical assistance (TTA) that builds capacity in a tribal criminal justice agency's ability to modify	Percent of tribal jurisdictions that implemented one or more of the SORNA recommendations	Number of tribal jurisdictions that substantially implemented one or more requirements of SORNA with the assistance of TTA support



policies or practices.		Number of tribal jurisdictions receiving TTA
	Percent of jurisdictions that rated the TTA as satisfactory or better	Number of TTA jurisdictions that rated the TTA provided as satisfactory or better, to including being proactive, culturally competent, comprehensive, and user-friendly  Number of TTA jurisdictions that completed an evaluation or survey
	Number of program policies modified as a result of TTA provided	Number of program policies changed, improved or rescinded as a result of TTA provided
	Number of tribal jurisdictions receiving technical assistance	Number of tribal jurisdictions receiving technical assistance
	Number of tribal jurisdictions requesting technical assistance	Number of tribal jurisdictions requesting technical assistance
	Number of site visits to tribal jurisdictions	Number of site visits to tribal jurisdictions
	Number of events/activities conducted on time	Number of TTA events/activities conducted on time  Number of TTA events/activities conducted
Develop SORNA implementation training for tribal jurisdictions (if applicable)	Number of education/training modules developed	Number of education/training modules developed related to SORNA implementation in the tribal jurisdiction
	Number of participants who complete training	Number of tribal jurisdiction personnel who complete training related to SORNA implementation
	Number of participants who reported that the training provided information that could be utilized in their job	Number of tribal jurisdiction personnel who reported that the training provided information on SORNA implementation that could be utilized in their job

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 10 for additional information.

### Note on Project Evaluations

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

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

## Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at [www.fsrs.gov](http://www.fsrs.gov).

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

## What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that the SMART Office has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, the SMART Office has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative, and program timelines, memoranda of understanding, and resumes/curriculum vitae of key personnel for all attachments. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one document, it must contain **both** narrative and detail information. In addition, the SMART Office recommends that resumes/curriculum vitae be included in a single file.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Program Timelines," "Memoranda of Understanding," "Resumes/Curriculum Vitae for Key Personnel") for all attachments. Also, OJP recommends that applicants include resumes 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. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

**2. Program Narrative**

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

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

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

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

**a. Statement of the Problem**

Applicants should describe the challenges that tribal jurisdictions face in complying with the Sex Offender Registration and Notification Act (SORNA) and how the challenges will be addressed by the technical assistance and training that will be funded by the grant. Applicants should describe the steps to assess how tribal jurisdictions seeking training and technical assistance will be analyzed in order to provide targeted assistance to help create or enhance their sex offender registration and notification system. Applicants should discuss the strategy to continue to grow and enhance communication with SORNA tribes.

**b. Project Design and Implementation**

Project Goals and Objectives: Applicants should describe the goals of the proposed project and identify its objectives and outcomes. Goals: Applicants should provide a broad statement, written in general terms, that conveys the

project's intent to change, reduce, or eliminate the problem described. Objectives: Applicants should explain how the program will accomplish its goals. The objectives should be quantifiable and describe the steps necessary to accomplish project goals. When formulating the project's goals and objectives, applicants should be cognizant of the performance measures that will be required of successful applicants.

Applicants should detail how the project will operate during the funding period and describe the strategy that will be used to implement the proposed project. The section should illustrate what activities are proposed for the project and describe how the strategy will support the goals and objectives. Applicants should outline how the proposed project will support tribal jurisdictions and enhance implementation efforts.

c. **Capabilities and Competencies**

Applicants should describe the management structure and staffing of the project and include information describing the roles and responsibilities of the key organizational and functional components and personnel. This section should describe the experience and capabilities of the applicant and any contractors that will be used to implement the project and highlight any previous experience implementing projects of similar design or magnitude. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the project work plan.

- Position descriptions and resumes for key positions/personnel should be submitted as an attachment

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

Applicants should describe how performance will be documented, monitored, and evaluated, including how the impact of the strategy implemented and/or enhancement will be determined. The SMART Office does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that the SMART Office will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

### **3. Budget Detail Worksheet and Budget Narrative**

a. **Budget Detail Worksheet**

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

**b. Budget Narrative**

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

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant 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 narrative should be mathematically sound and correspond 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 they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

**4. Indirect Cost Rate Agreement (if applicable)**

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

**5. Additional Attachments**

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

- Program Timeline: Submit as an attachment a projective timeline 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
- Memorandum of Understanding
- Resumes/Curriculum Vitae of Key Personnel

**a. Applicant disclosure of pending applications.**

Applicants are to disclose whether they have pending applications for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget

narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will be subawarding 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.

Applicants that have pending applications as described above are 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 funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at 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

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page. (e.g., “[Applicant Name] does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”)

**6. Other Standard Forms**

Additional forms that OJP may require in connection with an award are available on OJP’s funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- a. [Standard Assurances](#)\*  
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)\*  
Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
- c. [Accounting System and Financial Capability Questionnaire](#) Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years, must download, complete, and submit this form.

\*These OJP Standard Assurances and Certifications are forms which applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

## Selection Criteria

This section entitled “What an Application Should Include”, detailed above, provides the required information that will serve as the selection criteria of this project. Applications will be related on the weighted percentages below.

1. Statement of the Problem (20%)
2. Project Design and Implementation (40%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (5%)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>1</sup> (10%)
6. Other: Program Timeline, Memorandum of Understanding, and Resumes/Curriculum Vitae of Key Personnel. (5%)

## Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. The SMART Office may use either internal peer reviewers, external

---

<sup>1</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 costs.

peer reviewers, or a combination, to review the applications. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

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

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

## **Additional Requirements**

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

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)



- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Subgrantees

## How to Apply

Applicants must submit applications through Grants.gov. Applicants must first register with Grants.gov in order to submit an application through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at [www.Grants.gov](http://www.Grants.gov). Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

**Note:** The SMART Office encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for email updates will be notified.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at [www.dnb.com](http://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 replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a pre-requisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- Create a SAM account;
- Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of

18

[Funding Opportunity Number: SMART-2013-3506]

Federal Domestic Assistance (CFDA) number for this solicitation is 16.750, titled "Support for Adam Walsh Act Implementation," and the funding opportunity number is SMART-2013-3506.

6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to errors, with an explanation. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** of the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

**Note: Grants.gov only permits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, underscore ( \_ ), hyphen (-), space, and period. Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

**Note: Duplicate Applications**

If an applicant submits multiple versions of an application, the SMART Office will review the most recent version submitted.

**Experiencing Unforeseen Grants.gov Technical Issues**

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the SMART Office contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: The SMART Office does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If the technical issues reported cannot be validated, OJP will reject the application as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to register in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as

posted on its Web site, (3) failure to follow each instruction in the OJP solicitation, and (4) technical issues with the applicant's computer or information technology environment, including firewalls.

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

## **Provide Feedback to OJP on This Solicitation**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Feedback may be provided to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

**IMPORTANT:** This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to [ojppeerreview@lmbps.com](mailto:ojppeerreview@lmbps.com). The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

## Application Checklist

### SMART FY 13 SORNA Tribal Training and Technical Assistance Program

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

#### Eligibility Requirement:

- \_\_\_\_\_ For-Profit Organizations, Nonprofit Organizations and Institutions of Higher Education (including tribal organizations and tribal institutions of higher education)
- \_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$750,000.

#### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 10)
- \_\_\_\_\_ Program Narrative (see page 11)
- \_\_\_\_\_ Budget Detail Worksheet and Budget Narrative (see page 12)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 13)
- \_\_\_\_\_ Additional Attachments (see page 13)
  - Program Timelines
  - Memorandum of Understanding
  - Resumes/Curriculum of Vitae for Key Personnel
- \_\_\_\_\_ Disclosure of Pending Applications (see page 13)
- \_\_\_\_\_ Other Standard Forms as applicable (see page 14), including:
- \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)

#### Program Narrative Format:

- \_\_\_\_\_ Double-spaced
- \_\_\_\_\_ 12-point standard font (Times New Roman)
- \_\_\_\_\_ 1" standard margins
- \_\_\_\_\_ Narrative is 20 pages or less