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

OMB No. 1121-0329

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking (SMART), is pleased to announce that it is seeking applications for funding under the SMART Office FY 2013 Support for Adam Walsh Act Implementation Grant Program. This program furthers the Department's mission by assisting states, the District of Columbia, territories and certain federally recognized Indian tribes with implementation of requirements under the Adam Walsh Child Protection and Safety Act of 2006, specifically Subtitle A of Title I, the Sex Offender Registration and Notification Act (SORNA).

SMART FY 2013 Support for Adam Walsh Act Implementation Grant Program

Eligibility

Eligible applicants are states, the District of Columbia, the principal U.S. territories, and federally recognized Indian tribes that are eligible under SORNA section 127 to carry out the functions of SORNA and have elected to do so. Under this program, jurisdictions that have not previously received funding are strongly encouraged to apply.

Tribal applicants must identify eligibility status by indicating that the tribe is eligible to and has elected to carry out the requirements of SORNA under section 127 and has not delegated its duties since its election. Tribes that have elected to carry out the requirements of SORNA must submit the tribal resolution which documents the tribe's election to do so.

Preference will be given to jurisdictions as follows: 1) Tribal applicants that have already implemented SORNA, submitted a substantial implementation package to the SMART Office, or submitted a request for additional time to implement SORNA; and 2) any other applicants that have already implemented SORNA or have submitted a reallocation request to the SMART Office.

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See "How to Apply," page 20. All applications are due by 11:59 p.m. eastern time on March 26, 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.

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

For assistance with any other requirements of this solicitation, contact Faith Baker, Associate Director, by telephone at (202) 305-2586, or by e-mail at Faith.Baker@usdoj.gov, or Samantha Opong, Program Specialist, at (202) 514-9320, or by email at Samantha.Opong@usdoj.gov.

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SMART FY 2013 Support for Adam Walsh Act Implementation Grant Program
CFDA # 16.750

Overview

The Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART) Support for Adam Walsh Implementation Grant Program assists jurisdictions with developing and/or enhancing programs designed to implement the Sex Offender Registration and Notification Act (SORNA) of the Adam Walsh Act (42 U.S.C. § 16901, et seq.). This Act is designed to protect children and adults from sexual exploitation and violent crime, prevent child abuse and child pornography, promote Internet safety, and honor the memory of Adam Walsh and other crime victims. SORNA was enacted to protect the public from convicted sex offenders by establishing a comprehensive national system for the registration and notification of those offenders.

The term jurisdiction is defined in the current SORNA national guidelines as any State of the United States, the District of Columbia, the principal U.S. territories and federally recognized Indian tribes to the extent provided by SORNA section 127.

Deadlines: Registration and Application

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 well in advance of the application due date. The deadline to apply for funding under this announcement is 11:59PM eastern time on March 26, 2013. See "How to Apply" on page 20 for details.

Eligibility

Refer to the title page for eligibility under this program.

Adam Walsh Act Implementation Grant Program-Specific Information

The Support for Adam Walsh Act (AWA) Implementation Grant Program assists jurisdictions with developing and/or enhancing programs designed to implement requirements of SORNA. In summary, SORNA requires: (1) all States, the District of Columbia, the principal U.S. territories, and participating federally recognized Indian tribes to maintain a sex offender registry; and (2) sex offenders to register and maintain a current registration in each jurisdiction where the offender resides, is an employee, or is a student. SORNA also sets forth requirements for sex offender registries, to include: specified required information, duration of registration, and in-person verification of sex offender identity as well as participation in the Dru Sjodin National Sex Offender Public Website, and the utilization of the SORNA Exchange Portal. For more specific information about compliance with SORNA and access to the final National Guidelines and Supplemental Guidelines on Sex Offender Registration and Notification, please visit www.smart.gov/sorna_tools.htm#sornaguidelines. For information and resources on AWA, visit www.smart.gov.

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Goals, Objectives, and Deliverables

The SMART Office is interested in proposals that enhance and facilitate jurisdictional implementation of SORNA.

Applicants must explain how the proposed project will bring the jurisdiction closer to implementation. For those jurisdictions that have already implemented, the application must explain how the proposed project will support continuing compliance with SORNA or enhance their registration/notification program. In developing and/or enhancing efforts or programs designed to implement or maintain compliance with SORNA, applicants may propose specific strategies and projects including, but not limited to:

Examples of strategies and projects to develop or enhance jurisdiction-wide SORNA implementation programs or functions:

All applicants:

- Enhancing infrastructure to assist implementation of SORNA, such as for the collection, storage, submission or analysis of sex offender biometric data (finger and palm prints) and DNA. ***See budget information on page 6 including referenced footnote for more information.***
- Developing or enhancing law enforcement and other criminal justice agency information sharing at the jurisdiction level as well as between jurisdiction level agencies and local level agencies as it relates to SORNA implementation.
- Implementing records management projects, such as converting documents to digital format as required by SORNA.
- Providing support for coordinated interagency efforts to enhance implementation of SORNA requirements.
- Developing and implementing training for law enforcement and other criminal justice agency personnel responsible for sex offender registration, notification, and monitoring as it relates to SORNA implementation in the jurisdiction.
- Enhancing address verification tactics, collaborating with other jurisdictions and agencies on absconder investigations, and expanding work with victims' service providers on community education and prevention programs related to sex offender registration, notification and management.

Tribal applicants:

- Tribes that have elected to carry out the requirements of SORNA may apply for funding to support SORNA implementation activities carried out by a consortium of tribes that have elected to implement SORNA. For example, several tribes may choose to form a consortium to share resources such as hardware digital fingerprint equipment or kiosks; jointly staff or share registry offices, share a public website, collaborate on enforcement activities or other facilities used for registration. An application to fund such a collaborative approach or project must include supporting documentation, such as an interagency agreement, a memorandum of understanding, or a letter of cooperation,

which demonstrates the collaborative endeavor from each member jurisdiction of the consortia.

States, Territories and the District of Columbia:

- According to the SORNA national guidelines, jurisdictions may carry out sex offender registration and notification functions through their political subdivisions, to include units of local government. Previous state recipients of AWA Implementation grants that have delegated sex offender registration and notification functions to political subdivisions are encouraged to include support for local units of government in their project activities.
- States may apply to support efforts of local or state units of government (including P.L. 280 tribes) to develop or enhance their sex offender registration and notification functions as they pertain to tribal nations that have been delegated to the state for the purpose of substantial implementation of SORNA.
- State jurisdictions that include P.L. 280 tribes are encouraged to design projects that address SORNA implementation as it relates to these tribes.

Additional Information Required

State and territory applicants that are eligible to receive the Byrne/JAG penalty funding reallocation should describe how the project complements the work that the jurisdiction plans to perform with that reallocation funding. Applicants should ensure that the project involves activities that are separate from or complement the tasks being performed with the reallocation funding, so as to avoid receiving duplicate funds for the same activity.

Discussion of a jurisdiction's planned activities should include information regarding the jurisdiction's SORNA implementation working group. The working group plan should include a list of the working group members and their responsibility regarding SORNA implementation. It is expected that successful grantees will report on their jurisdiction's working group meetings in their quarterly progress reports. This requirement does not apply to jurisdictions that have already been found to be substantially implementing SORNA.

Amount and Length of Awards

Individual grant awards will be up to $400,000, depending on funding availability, for a period of up to 24 months. Thirty percent of the total amount awarded under this solicitation will be set aside for tribal jurisdictions. It is anticipated that any award that may be made under this solicitation should be awarded not later than September 30, 2013.

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

Budget Information

Applicant proposals may include the purchase of equipment for items such as digital fingerprint and palm print technology, scanners to transfer existing records and documents into a digital format, computer hardware and DNA collection.[1]

Applicants should be aware that 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 public sex offender registry website system for jurisdictions. Additional information about TTSORS is available at www.smart.gov/pdfs/TTSORSFactSheet.pdf. It is therefore recommended that applicants avoid proposals that include similar software expenditures.

In addition, the Sex Offender Registry Tool (SORT) is available to states at no cost to assist with implementing SORNA registry system requirements. It was designed to improve information sharing capabilities and make the sex offender registry system setup and maintenance process as efficient and effective as possible. SORT functions as the state-level administrative registry system and provides local registration agencies with their own specialized public sex offender registry website. Additional information about SORT is available at www.ojp.usdoj.gov/smart/pdfs/SORT_Fact_Sheet.pdf.

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.

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 databases IAFIS and Next Gen. However, tribes will have to coordinate with the State in which they are located in order to connect to those federal databases**. NOTE:** A Tribe can purchase a scanner without working with the State, but if no connection is effectuated the tribe will have to print the scanned prints and mail

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

them to the FBI utilizing mailers provided by the FBI. Information on this process is available on the SMART Office website, www.smart.gov .

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.

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. **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. 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.

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
Improve public sex offender registry systems to support	Number of SORNA requirements implemented	Number of policies/procedures and/or programs established/

SORNA compliance	during the reporting period	amended to comply with SORNA during the reporting period
	Number of staff trained (if applicable)	Number of jurisdiction personnel trained on SORNA compliance during the reporting period
	Percentage of records/data made electronically accessible for inclusion in SORNA jurisdiction sex offender registries (if applicable)	Number of updated sex offender registration records electronically transmitted (intra and inter-jurisdictionally) through the SORNA Exchange Portal during each month of the reporting period
		Number of updated sex offender registration records during each month of the reporting period
	Number of records that are automated (if applicable)	Number of records/data (including sex offender case files; sex offender registration information; finger/palm print cards, DNA) captured and/or automated during the reporting period
	Increase in information exchange between State/Tribal/Territory sex offender registration agencies and other SORNA jurisdictions or federal, state or local agencies	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
Enhance jurisdiction efforts to address victim and public safety	Percentage of registered sex offenders in compliance with jurisdiction registry requirements	Number of sex offenders who are registered in the jurisdiction each month during the project period Number of sex offenders who are in compliance with jurisdiction registry requirements each month during the project period
		Number of sex offenders identified as non-compliant with jurisdiction registry requirements during each month of the project period Number of sex offenders who are registered in the jurisdiction each month during the project period
	Number of sex offenders newly registered (tribal jurisdictions only)	Number of sex offenders newly registered each month in the jurisdiction during the reporting period (tribal jurisdictions only)
	Number of partnerships maintained	Number of partnerships maintained with other jurisdictions and agencies on absconder investigations

		Number of partnerships maintained with victims' service providers on community education and prevention programs related to sex offender registration, notification, and management
	Number of partnerships established	Number of partnerships established with other jurisdictions and agencies on absconder investigations Number of partnerships established with victims' service providers on community education and prevention programs related to sex offender registration, notification, and management
Develop SORNA implementation training for law enforcement and other criminal justice agency personnel (if applicable)	Number of education/training modules developed (if applicable)	Number of education/training modules developed related to SORNA implementation in the jurisdiction
	Number of participants who complete training (if applicable)	Number of law enforcement and other criminal justice agency personnel who complete training related to SORNA implementation in the jurisdiction
	Number of participants who reported that the training provided information that could be utilized in their job (if applicable)	Number of law enforcement and other criminal justice agency 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 11 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). 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.

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 a requested funding amount that does not exceed the maximum amount allowable. 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.

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

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

1. **Information to Complete the Application for Federal Assistance (SF-424)**
   The SF-424 is a 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**
   The program narrative should respond to the solicitation and present a detailed description of the purpose, scope, goals and objectives of the proposed project. The program narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should not exceed 25 pages. Please number pages "1 of 25," "2 of 25," etc. Submissions that do not adhere to the format will be deemed ineligible. Information required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count.

   The program narrative should address the Selection Criteria addressed on page 18.

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

   a. Statement of the Problem

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

   b. Project Design and Implementation

      Project Goals and Objectives: Applicants should describe the goals of the proposed project and identify its objectives and outcomes. Goals: Applicants should provide a broad statement, written in general terms, that conveys the project's intent to change, reduce, or eliminate the problem described. Objectives: Applicants should explain how the program will accomplish its goals.

The objectives should be quantifiable and describe the steps necessary to accomplish project goals. When formulating the project's goals and objectives, applicants should be cognizant of the performance measures that will be required of successful applicants.

Applicants should detail how the project will operate during the funding period and describe the strategy that will be used to implement the proposed project. This section should illustrate what activities are proposed for the project and describe how the strategy will support the goals and objectives. Applicants should outline how the proposed project will move the jurisdiction closer to substantial implementation of SORNA or enhance ongoing SORNA compliance. In addition, applicants should specifically identify each SORNA requirement that will be implemented or enhanced as a result of the proposed project.

- Project timeline: Submit as an attachment a project timeline with each project goal, related objective, activity, expected completion date, and responsible person or organization. Please do not use actual calendar months in the timeline; instead prepare the timeline using "Month 1", etc.

- SORNA Working Group 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 working group. The working group plan should include a list of the working group members and their responsibility regarding SORNA implementation. It is expected that successful grantees will report on their jurisdiction's working group meetings in their quarterly progress reports. This requirement does not apply to jurisdictions that have already been found to be substantially implementing SORNA.

In addition, state and territory applicants that are eligible to receive the Byrne/JAG penalty funding reallocation should describe how the project complements the work that the jurisdiction plans to perform with that reallocation funding. Applicants should take care to ensure that the project involves activities that are separate from or complement the tasks being performed with the reallocation funding, so as to avoid receiving duplicate funds for the same activity

c. Capabilities and Competencies

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

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

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

Applicants should describe how performance will be documented, monitored, and evaluated, including how the impact of the strategy implemented and/or enhancement will be determined. It should also discuss plans for sustainability, i.e., how the program will continue to operate beyond the period of the grant award. If personnel costs are supported by grant funds, specific discussion of how these positions will be maintained beyond the period of the grant award must be included.

Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to the SMART Office as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.

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

a. **Budget Detail Worksheet**
A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. 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.

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.

5. **Tribal Authorizing Resolution (if applicable)**
   Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, then the application should include appropriate legal documentation, as described above, from all tribes that would receive services/assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

6. **Additional Attachments**
   Applicants should submit the following information as attachments to their application:

   - Project Timeline
   - Position descriptions and resumes
   - Indirect Cost Rate Agreement (if applicable)
   - For tribal applicants:
     - Tribal resolution filed with the SMART Office that documents the tribe's election to carry out the requirements of SORNA.
     - Tribal Authorizing Resolution

   Applicants proposing a collaborative effort should provide:

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

   Applicants who have not already implemented SORNA should provide:

   - SORNA Working Group plan, which should include working group structure, working group members and discussion of jurisdiction's planned activities.

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

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

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

SAMPLE

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.")

7. **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. 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

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

1. Statement of the Problem (10%)
2. Project Design and Implementation (45%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data required for this Solicitation's Performance Measures (10%)
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.[2] (10%)
6. Other: Project Timeline, Position descriptions and resumes, Indirect Cost Rate Agreement (if applicable), and Tribal Authorizing Resolution (if applicable). (5%)

[2] 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.

Review Process

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

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

- 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. 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. 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.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password**. Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. 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 Federal Domestic Assistance (CFDA) number for this solicitation is16.750, titled, "Support for Adam Walsh Act Implementation Grant Program,*"* and the funding opportunity number is SMART-2013-3497.

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.

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.

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. 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 Support for Adam Walsh Act Implementation Grant Program

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

Eligibility Requirement:
_____Federal Recognized Tribe eligible under SORNA section 127 to carry out the functions of SORNA and has elected to do so OR State, the District of Columbia or Territory.
_____ The federal amount requested is within the allowable limit(s) of $400,000.

What an Application Should Include:
_____ Application for Federal Assistance (SF-424) (see page 13)
_____ Program Narrative (see page 13)
_____ Budget Detail Worksheet and Budget Narrative (see page 15)
_____ Indirect Cost Rate Agreement (if applicable) (see page 16)
_____ Tribal Authorizing Resolution (if applicable) (see page 16)
_____ Additional Attachments (see page 16)

- Project Timeline
- Position descriptions and resumes

Applicants proposing a collaborative effort should provide:

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

Applicants who have not already implemented SORNA should provide:

- SORNA Working Group plan, which should include working group structure, working group members and discussion of jurisdiction's planned activities.

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

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

_____ Disclosure of Pending Applications (see page 17)
_____ Other Standard Forms as applicable (see page 18), 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 25 pages or less

OMB No. 1121-0329
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