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The [U.S. Department of Justice, 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 2010 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 American 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 2010 Support for Adam Walsh Act Implementation Grant Program**

### **Eligibility**

Applicants are limited to states, the District of Columbia, the principal U.S. territories, and federally recognized American Indian tribes that are eligible under SORNA section 127 to carry out the functions of SORNA and have elected to do so. Applications will be considered only for jurisdictions that can demonstrate the intention of complying with the requirements of SORNA and are actively working towards implementation. This can be demonstrated by the jurisdiction either by having been found to be substantially implementing SORNA or by having submitted a request for an extension by April 26, 2010.

### **Deadline**

Registration with [OJP's Grant Management System \(GMS\)](#) is required prior to application submission. (See "How to Apply" page 7)

All applications are due by 6 p.m. eastern time on March 5, 2010. (See "Deadlines: Registration and Application", page 3)

### **Contact Information**

For technical assistance with submitting the application, contact *the Grants Management System Support Hotline* at 1-888-549-9901, option 3 or via e-mail to [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov).

**Note:** The GMS Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to 12:00 midnight, eastern time.

For assistance with any other requirement of this solicitation, contact Victoria Jolicoeur, Grant Program Specialist, at (202) 514-4696, or by email at [Victoria.Jolicoeur@usdoj.gov](mailto:Victoria.Jolicoeur@usdoj.gov), or Jacqueline O'Reilly, Grant Program Specialist, at (202) 514-5024, or by email at [Jacqueline.O'Reilly@usdoj.gov](mailto:Jacqueline.O'Reilly@usdoj.gov).

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# **SMART Office FY 2010 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 and offenders against children by establishing a comprehensive national system for the registration and notification of those offenders. Jurisdictions were required to implement SORNA by July 26, 2009; however, the Attorney General issued a blanket one-year extension to all registration jurisdictions extending the deadline to July 26, 2010. SORNA provides that all registration jurisdictions may request another one-year extension, bringing the implementation deadline to July 26, 2011. The SMART Office has provided instructions to all registration jurisdictions on how to request this one-year extension.

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 American Indian tribes to the extent provided by SORNA section 127.

## **Deadlines: Registration and Application**

Registration is required prior to submission. The deadline to register in GMS is 4:00 p.m. eastern time on March 5, 2010, and the deadline for applying for funding under this announcement is 6:00 p.m. eastern time on March 5, 2010. Please see the "How to Apply" section, page 7 for more details.

## **Eligibility**

Please refer to page 1 for eligibility under this program.

## **Adam Walsh Act Implementation Grant Program-Specific Information**

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

### **Purpose**

The Support for Adam Walsh Act (AWA) Implementation Grant Program assists jurisdictions with developing and/or enhancing programs designed to implement requirements of the 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. For more specific information about compliance with SORNA and access to the final National Guidelines on Sex Offender Registration and Notification, please visit [http://www.ojp.usdoj.gov/smart/guidelines\\_final.htm](http://www.ojp.usdoj.gov/smart/guidelines_final.htm). For information and resources on AWA, visit <http://www.ojp.usdoj.gov/smart/>.

The SMART Office is interested in proposals that demonstrate how the proposed project will enhance and facilitate jurisdictional implementation of SORNA. It is expected that at least one requirement of SORNA will be implemented as a result of the funded project. In developing and/or enhancing jurisdiction-wide efforts or programs designed to implement SORNA, applicants may propose specific strategies and projects including, but not limited to:

- Developing or enhancing jurisdiction-wide SORNA implementation programs or functions.
- 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.
- 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 substantially implement SORNA.
- Supporting efforts of local units of government (including P.L. 280 tribes) to develop or enhance their sex offender registration and notification functions as delegated by the state for the purpose of substantial implementation of SORNA.
- 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.

Applications will be accepted for collaborative projects between jurisdictions. For instance, tribes that have elected to carry out the requirements of SORNA may implement SORNA solely for the specific tribe or may choose to enter into a consortium of tribes that have elected to carry out the requirements of SORNA. For example, several tribes may choose to form a consortium to share hardware resources such as digital fingerprint equipment or kiosks; or jointly staff or share registry offices or other facilities used for registration. These applications must include supporting documentation, such as an interagency agreement, a memorandum of understanding, or a letter of cooperation, which demonstrates the collaborative endeavor.

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. State jurisdictions that include P.L. 280 tribes are encouraged to design projects that address SORNA implementation as it relates to these tribes.

Applicants must demonstrate that their jurisdiction has actively been working towards SORNA implementation and detail agency efforts as well as jurisdiction-wide efforts undertaken to implement SORNA. Discussion of these efforts should include information regarding the

jurisdiction's SORNA implementation working group. This requirement does not apply to jurisdictions that have been found to be substantially implementing SORNA. 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.

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

Individual grant awards will be up to \$300,000 for a period of up to 18 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, 2010. Preference may be given to jurisdictions that did not receive funding under previous SMART Office Support for Adam Walsh Act (AWA) Implementation Grant Program solicitations.

### **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.<sup>1</sup> The SMART Office developed information technology resources which 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. It is therefore recommended that applicants avoid proposals that include similar software expenditures. Allowable software purchases could 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 as well as software or technical assistance necessary to facilitate use of SMART-provided software resources.

**Limitation on Use of Award Funds for Employee Compensation; Waiver:** No portion of any award of more than \$250,000 made under this solicitation may be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2009 salary table for SES employees is available at <http://www.opm.gov/oca/09tables/indexSES.asp>. Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

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<sup>1</sup> 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 limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual’s specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual’s salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

## Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to “What An Application Must Include” (below), for additional information on applicant responsibilities for collecting and reporting data.** Performance measures for this solicitation are as follows:

Objective	Catalog Id	Performance Measure(s)	Data Grantee Provides
Improve public sex offender registry systems to support SORNA compliance	New	Number of SORNA requirements implemented during the reporting period	Number of policies/procedures and/or programs established/amended to comply with SORNA during the reporting period  Number of SORNA requirements implemented during the reporting period  Number of jurisdiction personnel trained on SORNA compliance during the reporting period
	New	Number of enhancements implemented in existing electronic sex offender registries	Number of new data fields created to electronically collect sex offender registration information pursuant to SORNA during the reporting period  Number of electronic interfaces made available to support inter and/or intra-jurisdictional system connections during the reporting period

			<p>Number of intra-jurisdictional system connections established to support electronic transmission of sex offender registration information during the reporting period</p> <p>Number of live scan systems and/or scanners installed during the reporting period</p> <p>Number of individuals trained on live scan and/or scanner equipment during the reporting period</p>
	New	Percentage of records/data made electronically accessible for inclusion in SORNA jurisdiction sex offender registries	<p>Number of records/data (including sex offender case files; sex offender registration information; finger/palm print cards, DNA) captured and/or automated during the reporting period</p> <p>Number of updated sex offender registration records electronically transmitted (intra and inter-jurisdictionally) during each month of the reporting period</p>
Enhance jurisdiction efforts to address victim and public safety	New	Percentage of registered sex offenders in compliance with jurisdiction registry requirements	<p>Total number of sex offenders who are registered in the jurisdiction each month during the project period</p> <p>Total number of sex offenders who are in compliance with jurisdiction registry requirements each month during the project period</p> <p>Total number of offenders identified as non-compliant with jurisdiction registry requirements during each month of the project period</p> <p>Number of sex offenders identified in the jurisdiction during the reporting period (tribal jurisdictions only)</p>

## How to Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a Web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/). If you experience technical difficulties at any point during this process, please e-mail [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov) or call 1-888-549-9901 (option 3), Monday-Friday from 6:00 a.m. to 12:00 midnight eastern time. The Office of Justice Programs highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following six steps:

- 1. Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com). Individuals are exempt from this requirement.
- 2. Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
- 3. Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/).
- 4. Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select SMART and SMART FY 10 Support For Adam Walsh Act Implementation Grant Program.
- 5. Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and



Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.

6. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

**Note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

### **Experiencing Unforeseen GMS Technical Issues**

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact SMART Office staff **within 24 hours after the deadline** and request approval to submit your application. At that time, SMART Office staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with GMS are posted on the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

### **What an Application Must Include**

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative", "Budget and Budget Narrative", "Timelines", "Memoranda of Understanding", "Resumes") for all required attachments. Where resumes are required, OJP recommends that all resumes be included in a single file.

#### **Standard Form 424**

Please see [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

#### **Program Abstract**

Applicants must provide an abstract that clearly identifies the purpose and scope of the proposed project; the amount of federal funding requested; and the activities that will be implemented to achieve project goals and objectives. The abstract must be double-spaced,

using a standard 12-point font (times New Roman is preferred) with 1-inch margins, and must not exceed 1 page.

### **Program Narrative**

The program narrative must respond to the solicitation and present a detailed description of the purpose, scope, goals and objectives of the proposed project. 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 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 must address the Selection Criteria addressed on page 13.

- **Statement of the Problem**

Applicants must describe the challenges the jurisdiction faces in complying 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. This section must also detail ongoing jurisdiction efforts to address implementation. 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.

- **Project Goals and Objectives**

Applicants must 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 must be cognizant of the performance measures that will be required of successful applicants.

- **Project/Program Design and Implementation**

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

- **Capabilities/Competencies**

Applicants must 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 must 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.

- **Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan**

Applicants must describe how performance will be documented, monitored, and evaluated, including how the impact of the strategy implemented and/or enhancement will be determined. It must 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.

### **Project Timeline and Position Descriptions**

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

### **Budget Worksheet and Budget Narrative**

Applicants must provide a budget that is allowable, cost effective, and reasonable (submit as an Attachment). Applicants may include in their budget funds to support travel for up to two individuals to travel to the National Workshop and Symposium on Sex Offender Management and Accountability. These individuals must be directly working on SORNA implementation issues and may be grantee employees or be members of the SORNA implementation working group.

- **Budget Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing the cost of each item and showing how it was calculated. For example, costs for personnel must show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget worksheet must present a complete and detailed itemization of all proposed costs. A sample budget worksheet can be found at [http://www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

- **Budget Narrative**

The budget narrative must describe each budget item and relate it to the appropriate project activity. It must closely follow the content of the budget detail worksheet and provide justification for all proposed costs listed in the budget worksheet and demonstrate that they are reasonable. **If it is necessary for applicants to use funds to purchase computer hardware or software, applicants must provide a detailed explanation of why the hardware or software is required in order for the project to succeed.** In addition, tribes proposing to use funds to support DNA costs (see page 5) must detail the process to be utilized to collect, store and ultimately submit DNA to CODIS.

Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at <http://www.ojp.gov/financialguide/index.htm>.

### **Indirect Cost Rate Agreement**

Indirect costs are allowed provided the applicant has a federally approved indirect cost rate agreement.

### **Plan for collecting the data required for performance measures. (See "Performance Measures," above.)**

Successful applicants will be required to report on the measures identified on pages 6-7 in required semi-annual progress reports. Applicants should identify the specific performance measures that apply to the proposed project and address how data will be collected to fulfill this reporting requirement.

### **Tribal Authorizing Resolution**

If an application is being submitted either (1) on behalf of a tribe or tribal organization, or (2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents must be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of multiple specific tribes, then the application must include a resolution from all tribes which will be included as a part of the services/ assistance provided under the grant.

If an organization is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at a minimum, the applicant must submit an unsigned, draft tribal resolution as part of its application. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, then it will be eliminated from funding consideration. If selected for funding, any applicant that has submitted an unsigned tribal resolution must submit the signed copy of the tribal resolution to OJP within 30 days of the award. In all such cases, actual access to funds is contingent on receipt of the signed tribal resolution.

### **Other Attachments**

Applicants must submit the following information as attachments to their application:

- Project Timeline
- Position descriptions and resumes
- For tribal applicants: tribal resolution filed with the SMART Office that documents the tribe's election to carry out the requirements of SORNA.

Tribal applicants proposing a collaborative effort must provide:

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

## **Selection Criteria**

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

1. *Statement of the Problem (15%)*
2. *Project Goals and Objectives and /Program Design and Implementation (40%)*
3. *Capabilities/Competencies (20%)*
4. *Budget (15%)*
5. *Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures (10%)*

## **Review Process**

OJP is committed to ensuring a standardized process for awarding grants. The SMART Office reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with basic minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. The SMART Office may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers’ ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with the SMART Office, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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

## Additional Requirements

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

- [Civil Rights Compliance](#)
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – federal taxes certification requirement

## Application Checklist

### **SMART FY 10 Support For Adam Walsh Act Implementation Grant Program**

The application checklist has been created to aid you in developing your application.

#### **Eligibility Requirement:**

- Federally Recognized Tribe eligible under SORNA section 127 to carry out the functions of SORNA and has elected to do so OR State, District of Columbia or Territory
- The Federal Amount Requested is within the Allowable Limit of \$300,000

#### **The Application Components:**

- Statement of the Problem/Program
- Project Design and Implementation
- Capabilities/Competencies
- Budget Narrative
- Budget Detail Worksheet
- Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures
- Indirect Cost Rate (if applicable)
- Project Timeline
- Position Descriptions and Resumes
- Tribal Resolutions
- Letter of cooperation, memorandum of understanding, or interagency agreement that documents the collaborative work of all involved agencies (for tribal applications proposing a collaborative effort)

#### **Program Narrative/Abstract Format:**

- Double-spaced
- 12-point standard font
- 1" standard margins
- Narrative is 25 pages or less

#### **Required Forms, Certifications and Other Components:**

- Standard 424 Form
- DUNS Number
- Certifications