

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



SMART FY 2021 Invited to Apply — SORNA Training and Technical Assistance Program

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Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), the [Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking](#) (SMART) is seeking applications for funding for the SMART FY 2021 SORNA Training and Technical Assistance Program. This program furthers the Department's mission by assisting jurisdictions with implementing and monitoring Sex Offender Registration and Notification Act (SORNA) standards and ongoing SORNA activities.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

For profit organizations other than small businesses, Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Small businesses

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

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

The SMART Office will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

Contact Information

For technical assistance with submitting the **SF-424 and SF- LLL** in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](#), or email at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov, 833-872-5175. The JustGrants Service Desk operates 5

a.m. – 9.p.m. EST Monday - Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and Federal holidays.

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must email the SMART Office contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline.

For assistance with any other requirements of this solicitation, contact Kashan Arnold, grant manager, by telephone at 202-353-7312, or by email at Kashan.Arnold@ojp.usdoj.gov.

Submission Information

In FY 2021, applications will be submitted to DOJ in a **new two-step process**.

Step 1: Applicants will submit an **SF-424 and an SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

Step 2: Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov). To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

OJP encourages applicants to review, the “How to Apply” section in the [OJP Grant Application Resource Guide](#).

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Program Description

Overview

The Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART) support for the Sex Offender Registration and Notification Act (SORNA) Training and Technical Assistance Program focuses on providing training and technical assistance to SORNA jurisdictions (states, tribes, territories and the District of Columbia) for the purpose of developing and sustaining programs to substantially implement SORNA, Title I of the Adam Walsh Child Protection and Safety Act (34 U.S.C. § 20901 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 provide a comprehensive set of minimum standards for sex offender registration and notification in the United States. SORNA aims to close potential gaps and loopholes that existed under prior law and generally strengthen the nationwide network of sex offender registration and notification programs.

The recipient of this award will provide targeted training and technical assistance to SORNA jurisdictions that have implemented, or are working to implement, SORNA. This training and technical assistance will include developing and maintaining sex offender registration and notification programs consistent with SORNA; upgrading or developing communication infrastructure(s) that inform communities and enhance community safety; using technology for information sharing; and integrating a sex offender registration and notification program with other criminal justice programs.

Statutory Authority: This program is authorized pursuant to the Adam Walsh Child Protection and Safety Act, § 20901 et seq. (34 U.S.C. 20928(d)), and funded pursuant to the Department of Justice Appropriations Act, 2021 (P.L. 116-260).

Specific Information

The SORNA Training and Technical Assistance Program was developed to provide support and guidance to SORNA jurisdictions (states, tribes, territories and the District of Columbia) that are working to implement—or have already substantially implemented—SORNA. SORNA requires (1) states, tribes, territories and the District of Columbia to maintain a sex offender registration and notification program, and (2) sex offenders to register and maintain current registration in each jurisdiction where the offender lives, works, or goes to school. SORNA also sets forth requirements for sex offender registration programs, to include collecting and posting specified required information on a public website; establishing sex offender registration codes, policies and procedures; participating in information sharing activities including finger and palm printing, DNA collection, and submission; timely and complete entry of data into the National Crime Information Center's National Sex Offender Registry; and participating in the Dru Sjodin National Sex Offender Public Website. Assistance may also be provided regarding a jurisdiction's requirements for sex offenders including, but not limited to, policies and practices for duration of registration, in-person verification of sex offender registration information, notification of international travel, and potential liability for a federal offense for failing to register.

The SMART Office is seeking to supplement a proposal that demonstrates substantive knowledge and experience with SORNA and assisting states, tribes, territories or localities with implementing criminal justice and community safety programs, and that have demonstrated knowledge and expertise in the specific challenges and obstacles jurisdictions face implementing SORNA's components. Training and technical assistance is expected to focus on the following:

- Assisting jurisdictions to develop or enhance jurisdiction-wide SORNA programs or functions.
- Assisting implemented jurisdictions to maintain SORNA programs and functions.
- Assisting jurisdictions with gathering information and educating entities such as tribal councils, state legislatures and other state and local leadership about SORNA issues.
- Assisting jurisdictions to improve systems for data collection required by SORNA, such as systems for collecting and submitting sex offender biometric data (finger and palm prints) and DNA.
- Providing information and guidance around integrating existing or new technology to advance sex offender registration; communication among jurisdictions; and compliance with sex offender obligations under federal, state, tribal or territorial laws.
- Facilitating discussions and assisting jurisdictions to develop or enhance law enforcement and other criminal justice agency information sharing related to SORNA compliance and registration enforcement.
- Assisting jurisdictions to implement records management and data conversion projects.
- Providing guidance on initiating and sustaining support for coordinated interagency efforts to comply with SORNA.
- Assisting jurisdictions to develop and implement training for law enforcement and other criminal justice agency personnel responsible for sex offender registration.
- Providing guidance and support to participating jurisdictions for other SORNA-related activities to support implementation efforts.

The successful applicant will work with the SMART Office to identify and assist states, tribes and territories that require technical assistance to substantially implement SORNA and to provide support to jurisdictions that have implemented SORNA but need additional assistance. In addition, the successful applicant will be required to measure the impact of the technical assistance on improving a jurisdiction's ability to substantially implement the components of SORNA and maintain its sex offender registration and notification program.

Goals, Objectives, Deliverables, and Timeline

Goals

The goals of this program are to support jurisdictions in meeting SORNA requirements and to provide guidance on how to develop and sustain sex offender registration and notification programs.

Objectives

The objective of this program is to provide training and technical assistance to meet the program goals.

Deliverables

Expected deliverables are as follows:

- Deliver targeted onsite (if possible) technical assistance to states, tribes, territories and the District of Columbia related to SORNA implementation planning, infrastructure development, needs assessments and implementation activities.
- Deliver targeted on- and offsite technical assistance to jurisdictions that require help and support in meeting the minimum requirements of SORNA, including targeted assistance for jurisdictions to maintain substantial implementation status.
- Develop individual training and technical assistance plans for each targeted jurisdiction.
- Develop a program, policy and data capacity assessment for jurisdictions receiving training and technical assistance.
- Advise and plan for sustainability of registration and notification programs.
- Assist with collaborative efforts between state, tribal, local and federal law enforcement.
- Assist with improving registration enforcement policies and protocols.
- Provide education about sex offender registration and SORNA to legislative or administrative agencies responsible for drafting and supporting sex offender legislation.
- Develop online practitioner training programs, on-demand tutorials and modules on SORNA and SORNA-related topics.
- Provide technical assistance workshops, webinars and regional trainings (if possible) to SORNA jurisdictions. (The SMART Office is particularly interested in funding program activities that provide outreach and technical assistance to jurisdictions through multiple, varied delivery methods.)
- Organize and facilitate training by the SMART Office for grantee staff and subject matter expert consultants, as needed.
- Maintain a team of subject matter expert consultants with input from the SMART Office.
- Prepare a variety of self-service technical assistance products for possible future publication and dissemination.
- Conduct monthly conference calls or videoconferences with SMART staff, as well as at least two annual onsite visits.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under Content of Application Submission.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

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

Federal Award Information

General Guidance for Federal Award

Total number of awards the SMART Office expects to make: 1
Maximum dollar amount for each award: \$750,000
Total amount to be awarded under solicitation: \$750,000
Period of performance start date: October 1, 2021
Period of performance duration: 12 months

Awards, Amounts and Durations

Anticipated Number of Awards

0

Anticipated Maximum Dollar Amount of Awards

\$0.00

Anticipated Total Amount to be Awarded Under Solicitation

\$750,000.00

Types of Awards

The SMART Office expects to make an award under this solicitation as a cooperative agreement, which provides for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#).

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200. See [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

This supplemental award is subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Cost Sharing or Matching Requirement

This solicitation does not require a match. However, if an 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.

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

See the [OJP Grant Application Resource Guide](#) for information on Pre-agreement Costs (also known as Pre-award Costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) for information on Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Limitation on Use of Costs Associated with Language

Assistance.

Eligibility Information

For eligibility information, see the title page.

Application and Submission Information

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

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

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

In Section F of the SF-424, please include the name and contact information of the individual who will complete application materials in JustGrants. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

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

Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, applicants will need to add: zip codes for areas affected by the project; confirm their Authorized Representative; and verify the organizations legal name and address.

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants Web-based form.

Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 25 pages. Pages should be numbered and submitted as an attachment. If the program narrative fails to comply with these length restrictions, the SMART Office may negatively consider such noncompliance in final award decisions.

The following sections must be included as part of the proposal narrative:

- a. Description of the Issue OR Statement of the problem if research is involved

Describe the nature and scope of the issue identified in the first year of this project, and how you will address the problem.

- b. Project Design and Implementation

Describe the established goals, objectives and outcomes of the project, as well as how additional funding will help implement the project and how it will be accomplished.

- c. Capabilities and Competencies

Describe the roles and responsibilities of project staff and explain the project's organizational structure and operations. Describe the experience and capability of the organization and how contractors are being used to effectively implement and manage the project.

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

Describe the process for measuring project performance. Identify who will collect the data; who is responsible for performance measurements; and how the information will be used to guide and evaluate the impact of the project. Describe the process to accurately report data.

Note: applicants are **not** required to submit performance data with the application. Rather, performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables."

Applicants can also visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Award recipients will be required to submit performance measure data and performance reports in JustGrants. Further guidance on the post-award submission process will be provided, if selected for award.

Note on Project Evaluations

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

Goals, Objectives, Deliverables, and Timeline

Applicant will submit the SORNA Training and Technical Assistance Program's goals, objectives, deliverables and timelines in the JustGrants Web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget and Associated Documentation

a. Budget Worksheet and Budget Narrative (Web-based form)

[Applicants will complete the JustGrants web-based budget form.](#) See the [OJP Grant Application Resource Guide for additional](#) information.

b. Indirect Cost Rate Agreement

Applicants will submit their indirect cost rate agreement by uploading the agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide for additional](#) information.

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

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide for additional](#) information.

d. Disclosure of Process Related to Executive Compensation.

If applicable, applicants will submit a description of the process used to determine compensation by uploading the document and an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget Worksheet and Budget Narrative (Web-based Form)

Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

Indirect Cost Rate Agreement (if applicable)

Applicants will submit their indirect cost rate agreement by uploading the agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Employee Compensation Waiver

See the [OJP Grant Application Resource Guide](#) for information on Limitation on Use of Award Funds for Employee Compensation: Waiver.

Financial Management Questionnaire (including applicant disclosure of high-risk status)

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Disclosure of Process Related to Executive Compensation

If applicable, applicants will submit a description of the process used to determine compensation by uploading the document and an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Memoranda of Understanding (MOUs) and Other Supportive Documents

If applicable, any applicant proposing a collaborative effort should provide a letter of cooperation, memorandum of understanding (MOU) or interagency agreement that documents the collaborative work of all involved agencies.

Additional Application Components

The applicant will attach the requested documentation in JustGrants.

Curriculum Vitae or Resumes

Attach position descriptions and/or resumes or biographical sketches of any and all key staff or other individuals who will be significantly involved in substantive aspects of the project.

Timeline Form

Submit as an attachment with each project goal, related objective, activity, expected completion date and responsible person or organization. Please use the actual calendar months and year in the proposal narrative.

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

Disclosures and Assurances

Applications will complete the following disclosures and assurances.

Disclosure of Lobbying Activities

Applicants will complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

See DOJ Certified Standard Assurance on the [OJP Grant Application Resource Guide](#).

Applicant Disclosure of Duplication in Cost Items

Applicants will complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. See [OJP Grant Application Resource Guide](#).

How to Apply

Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Applicants will submit the **full application** including attachments in JustGrants at JustGrants.usdoj.gov.

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

Submission Dates and Time

The SF-424 and the SF-LLL will be submitted in Grants.gov by 11:59 PM EST on April 22, 2021. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.

The full application will be submitted in JustGrants by 11:59 PM EST on May 6, 2021. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

Application Review Information

Review Process

OJP reviews each application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. For invited applications, OJP reviews for consistency with the invitation letter and invited applicant guidance. See the [OJP Grant Application Resource Guide](#) for information on the application review process.

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

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

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

Federal Award Administration Information

Federal Award Notices

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

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

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

Information Technology (IT) Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in Program Description, any recipient of an award under this solicitation will be required to submit certain reports and data.

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

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

Federal Awarding Agency Contact(s)

For contact information for Grants.gov and JustGrants, see page 1.

For OJP contact(s), see page 2.

Other Information

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

See the [OJP Grant Application Resource Guide](#) for information on Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

Performance Measures

Objective	Performance Measure	Data Recipient Provides
Objective 1: Develop assessments of jurisdictional training and technical assistance needs.	Number of jurisdiction assessments completed	Number of assessments for states, tribes and territories completed in the current reporting period.
	Number of jurisdiction training and technical assistance plans developed	Number of assistance plans for states, tribes, and territories developed in the current reporting period.
Objective 2: Provide training that builds capacity in a jurisdiction's ability to modify policies or practices.	Number of SORNA-specific education/training modules developed for states, tribes and territories	Number of education/training modules developed in the current reporting period related to SORNA implementation in the jurisdiction.
	Increase in competencies and extent to which training met its stated learning objectives	Percentage of training participants in the current reporting period who reported that the training met its stated learning objectives and increased knowledge or skills.
	Number of jurisdictions requesting training	Number of jurisdictions requesting training in the current reporting period.
	Number of hours of training delivered	Number of hours of in-person and virtual training delivered in the current reporting period to jurisdictions or individuals. Number of hours of training delivered in the current reporting period
	Number of training events (in-person and virtual)	Number of in-person and virtual trainings delivered in the current reporting period. Number of online trainings delivered in the current reporting period.
	Number of individuals trained	Number of individuals who attended a training in the current reporting period. Percentage of registrants in the current reporting period who attended training (states, tribes, and territories).
Objective 3: Provide technical assistance that builds capacity in a jurisdiction's ability to modify policies or practices.	Changes in policy, procedure or practice	Number of organizations served by technical assistance in the current reporting period who reported they implemented a policy, procedure or practice improvement as a result of technical assistance. Number of organizations served by technical assistance in the current reporting period who reported they plan to implement a policy, procedure or practice improvement as a result of technical assistance.

Application Checklist

SMART FY 2021 SORNA Training and Technical Assistance Program

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

What an Applicant Must Do:

Prior to Registering in Grants.gov:

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

To Register with Grants.gov:

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

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov
- Select the correct Competition ID: **O-SMART-2021-88001**
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2021 Awards](#)” in the [OJP Funding Resource Center](#).

Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$750,000.

Eligibility Requirement:

- For profit organizations other than small businesses
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Small businesses

Submit SF-424 and SF-LLL in Grants.gov

After SF-424 and SF-LLL submission in Grants.gov, Receive Grants.gov Email Notifications That:

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

If No Grants.gov Receipt and Validation, or Error Notifications are Received:

- Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](#), or email at support@grants.gov regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Content of Application Submission

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Intergovernmental Review
- Standard Applicant Information (SF-424 info from Grants.gov)
- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation

- Budget Worksheet and Budget Narrative
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosures and Assurances
- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurance (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

Submit Application in JustGrants:

- Application has been successfully submitted in JustGrants

If No JustGrants Application Submission, Validation, or Error Notifications are Received:

- Contact JustGrants.Support@usdoj.gov or 833–872–5175 regarding technical difficulties