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

SMART FY 2022 Maintenance and Operation of the Dru Sjodin National Sex Offender Public Website

Assistance Listing Number #	16.750
Grants.gov Opportunity Number:	O-SMART-2022-171259
Solicitation Release Date:	April 13, 2022 5:00 PM
Grants.gov Deadline: Application	May 31, 2022 11:59 PM
JustGrants Deadline:	June 13, 2022 5:00 PM

Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking, (SMART) seeks applications for funding under the SMART Office FY 2022 Maintenance and Operation of the Dru Sjodin National Sex Offender Public Website (NSOPW.gov). NSOPW enables the public and law enforcement to search existing state, territory and tribal sex offender registries for public sex offender data. This program furthers the DOJ's mission and the Attorney General's priorities of keeping communities safe by promoting innovation and best practices in preventing and protecting the public from sexual violence.

This solicitation incorporates the OJP Grant Application Resource Guide by reference. The OJP Grant Application Resource Guide provides guidance on the preparation and submission of funding applications to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant should follow the guidelines in this solicitation for 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

Eligible applicants are limited to nonprofit and/or for-profit organizations, and small businesses that have demonstrated significant experience in providing website development, hosting and management; web services; service-oriented architecture; distributed information sharing systems; service to criminal justice-related users, law enforcement data and maintaining security protocols; and specialized training and technical assistance to the states, tribes and territories participating in Sex Offender Registration and Notification Act (SORNA) information sharing.

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.

The SMART Office may elect to fund applications submitted under this FY 2022 solicitation in future fiscal years,

dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF) 424 and a Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at Grants.gov customer support, or email at support@grants.gov. The Grants.gov Customer 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 833-872-5175 or at JustGrants.Support@usdoj.gov. JustGrants Support operates from 5 a.m.–9 p.m. Eastern time (ET) Monday through Friday, and from 9 a.m.–5 p.m. ET Saturday, Sunday and federal holidays.

For assistance with any other requirements of this solicitation, contact Samantha Opong, program specialist, at 202-514-9320 or at Samantha.Opong@usdoj.gov.

Submission Information
Applications will be submitted to DOJ in two steps:

Step 1: The applicant must register with Grants.gov and submit the required Application for Federal Assistance standard form (SF-424) and a Disclosure of Lobbying Activities (SF-LLL) form in Grants.gov. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

Step 2: The applicant must then submit the **full application,** including attachments, in JustGrants at 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 and the JustGrants website for more information, resources, and training.

Contents

Program Description

Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

The Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART) assists jurisdictions with developing and enhancing programs designed to implement the Sex Offender Registration and Notification Act (SORNA) of the Adam Walsh Act (34 U.S.C. § 20901, Title I et seq.). The purpose of the Adam Walsh Act is 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. The Dru Sjodin National Sex Offender Public Website (NSOPW.gov) is a critical component of SORNA's scheme to provide a comprehensive national sex offender registration and notification system to notify and protect the public from sex offenders. With a single query from any internet-connected device, NSOPW enables law enforcement and the public to search state, territory and tribal public sex offender registries for public sex offender data.

Statutory Authority

Funding for this award is authorized pursuant to the Consolidated Appropriations Act, 2022, Pub. L. No. 117-103, 136 Stat. 49, 125.

Specific Information

The Office of Justice Programs has supported NSOPW since 2005, when the site launched with the participation of just 21 states and the District of Columbia. In FY 2008, the SMART Office assumed management responsibility for this program as NSOPW is closely aligned with SMART's mission, and jurisdiction participation (including states, eligible Indian tribes, the District of Columbia and U.S. territories) is required by SORNA. Since 2008, Congress has specifically appropriated funds for NSOPW. At present, all 50 states, the District of Columbia, the territories of American Samoa, Commonwealth of the Northern Mariana Islands, Guam, Puerto Rico, and the U.S. Virgin Islands and 151 tribes participate in NSOPW.

NSOPW operates similarly to a search engine and uses web services to access registered sex offender information directly from individual jurisdictions. NSOPW links to state, territory the District of Columbia and tribal public sex offender registries, and allows users to conduct nationwide searches for registered sex offenders with one query rather than searching jurisdiction by jurisdiction. Since its inception, NSOPW has been heavily queried by the public and has had over 114 million user sessions and nearly 2 billion page views. In 2016, the SMART Office launched the NSOPW mobile application, allowing users to search from any mobile device. Available on Android and iOS, users have used the app to conduct nearly 3 million searches.

In addition to maintenance and operation of NSOPW, this award supports maintenance and enhancement of the SORNA Exchange Portal, a secure information-sharing system for SORNA jurisdictions as required under SORNA. This internet-based system provides a venue to streamline communication and coordination among jurisdictions' sex offender registry officials.

The grant also supports the Tribe and Territory Sex Offender Registry System (TTSORS) and the Sex Offender Registry Tool (SORT). TTSORS is a web-based sex offender registry system that is free of charge to U.S territories and Indian tribes that have elected to implement SORNA. TTSORS functions as the administrative registry system and as the public sex offender registry website for jurisdictions, which allows for participation in NSOPW as required by SORNA. TTSORS also streamlines communication for tribes participating in the Tribal Access Program (TAP) by linking registry information to appropriate federal information-sharing databases. SORT is a similar tool that may be used by registration agencies in states, territories and the District of Columbia and provides a free customizable administrative registry system and public sex offender registry website. It is designed to enhance information-sharing capabilities and maximize efficiency and cost effectiveness of registry system setup and ongoing maintenance.

The award also supports training for each of the technology tools and related resource development for jurisdictions, as well as the monitoring, maintenance and updating of the NSOPW mobile applications on Android and iOS and NSOPW's social media page.

Goals, Objectives, Deliverables, and Timeline

The goals, objectives and deliverables are directly related to the performance measures that demonstrate the results of the work completed. Applicants will submit NSOPW performance measures in the JustGrants web-based form.

Goals

The goals of NSOPW and related technologies are to provide the public with information about registered sex offenders and facilitate information sharing among jurisdictions.

Objectives

The objectives of NSOPW are as follows:

- To provide the public with a single U.S. government website that links public state, the District of Columbia, territorial and tribal sex offender registries in one national search site.
- To provide jurisdictions with technology tools to register and track sex offenders.
- To provide jurisdictions with technology tools to share information about registered sex offenders with other jurisdictions.
- To provide jurisdictions with technology tools to provide community notification about registered sex offenders.

Deliverables

With this solicitation, the SMART Office seeks applications for funding to include project activities designed to deliver the following:

NSOPW.gov and NSOPW mobile app

- Support all hosting, maintenance and operation of NSOPW.gov, including hosting a backup site at a separate location. The grantee must comply with all U.S. Department of Justice security requirements.
- Ensure that NSOPW.gov remains in full compliance with applicable provisions of SORNA and complies with any subsequent legislation that impacts its operation.
- Assist jurisdictions with the implementation of web services used to share data through NSOPW.gov.
- Actively work with all jurisdictions to allow searching by geographic coordinates and modifying searching capabilities as improvements become available.
- Make changes to NSOPW.gov within 24 hours of a request as part of the maintenance portion of the project.
- Maintain and update the NSOPW mobile applications on Android and iOS.
- Provide continuous monitoring of all connections to NSOPW.gov and remedy any malfunctions within 24 hours.
- Answer questions sent to the NSOPW.gov "webmaster" from the public, SORNA jurisdictions and as directed through the SMART Office within 24 hours. On average, NSOPW receives three to five inquiries a day, ranging in complexity and length of response. The technical responses shall be based on the ability to re-create the situation as described in the correspondence. The procedural and policy responses shall be based on communication with the individual jurisdiction or agency involved in the query.

TTSORS and SORT

- Maintain and operate TTSORS to assist tribes and territories with implementing SORNA registry system requirements.
- Enhance and maintain an automated function in TTSORS and SORT that submits data to the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR), and provides the capability to query NSOR.
- Develop and implement enhancements to TTSORS that complement the workflow of the Tribal Access Program (TAP) workstation, enable integration with third-party software utilized by TAP and reduce duplicate entries by registration personnel.
  Assist states, the District of Columbia and territories with customizing and implementing SORT. This includes providing guidance on integrating SORT into a jurisdiction's existing registry system, which may

have associated or ancillary costs that can include data migration, customization and integration into existing systems and tools.

SORNA Exchange Portal

- Maintain and operate a secure communication system via the SORNA Exchange Portal between SORNA jurisdiction registry personnel and federal law enforcement for the purpose of sharing information about individual offenders and other registry-related matters. Features include the ability to send and receive email, file upload and transfer, and a discussion platform with chat capabilities.
- Develop and maintain the capability to allow verified users access to the SORNA Exchange Portal as a service on the Law Enforcement Enterprise Portal (LEEP) with a single sign-on, as well as additional products as directed by the SMART Office (e.g., TTSORS).
- Demonstrate an understanding of the importance of information sharing between SORNA jurisdictions about sex offenders and the need for continued updating in this area through the continued development or refinement of tools such as the SORNA Exchange Portal. The applicant must have experience in facilitating an advisory working group dedicated to criminal justice data sharing.

System Enhancements, Reporting and Auditing

- Develop and implement system enhancements to NSOPW, the SORNA Exchange Portal, TTSORS and SORT necessary to remain current with new and emerging technologies.
- Provide monthly use statistics for NSOPW.gov, the NSOPW mobile app and the SORNA Exchange Portal; provide specific requested information within 24 hours' notice.
- Provide auditing and monitoring tools to SORNA registration jurisdictions and to the SMART Office, and participate in auditing and monitoring activities as requested by the SMART Office.
- Work with the SMART Office (as needed) to modify the project scope during the project period to address emerging needs that impact the operation of NSOPW, the SORNA Exchange Portal, TTSORS and SORT.

Training and Technical Assistance

- Provide training and technical assistance to states, the District of Columbia, territories and tribes related to participation in NSOPW, the SORNA Exchange Portal, TTSORS and SORT.
- Participate in the SMART Office's national trainings and conferences, providing attendees with individual and group session support.
- Demonstrate cultural competence in working with Indian Country, which includes understanding the rich diversity of tribal people and significance of self-determination and sovereignty when working with tribal jurisdictions.

Communications and Content Management

- Monitor, maintain and update, in consultation with the SMART Office, NSOPW's social media channels to include relevant content on sexual assault prevention and related safety tips.
- In consultation with the SMART Office, maintain and update the About, FAQs and Education and Prevention sections of NSOPW, as needed.
- Consult with the SMART Office for guidance and input on website content, design and functionality and technical assistance tools such as brochures and publications, as well as written materials such as fact sheets and training materials and provide logistical support.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice and crime victim services. For additional information and resources, see the OJP Grant Application Resource Guide's [Evidence-Based Programs or Practices](#).

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's Information Regarding Potential Evaluation of Programs and Activities.

Federal Award Information

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards
1

Anticipated Maximum Dollar Amount of Awards
$1,000,000.00

Period of Performance Start Date
10/1/22 12:00 AM

Period of Performance Duration (Months)
36

Anticipated Total Amount to be Awarded Under Solicitation
$1,000,000.00

Continuation Funding Intent

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

Availability of Funds

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Types of Awards

The SMART Office expects to make any awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in award activities. See the OJP Grant Application Resource Guide's Administrative, National Policy, and Other Legal Requirements section for a brief discussion of important statutes, regulations and award conditions that apply to many (or in some cases, all) OJP grants.

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. See the OJP Grant Application Resource Guide for additional information.

Budget Information

This 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.

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 information on the 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 Costs Associated with Language Assistance.

Eligibility Information

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the "Federal Award Information" section.

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process, to be eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit the Executive Order on Safe Policing for Safe Communities page to access the Principles on Safe Policing and Use of Force, Implementation Fact Sheet and List of Credentialing Bodies.

Application and Submission Information

Content of Application Submission
The following elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding: Proposal Abstract, Proposal Narrative, Budget Worksheet and Budget Narrative (web-based form).

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 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. It 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 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants.** JustGrants will use this information 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, the applicant will need to add ZIP codes for areas affected by the project; confirm its Authorized Organization Representative (AOR); and verify and confirm the organization's unique entity identifier, legal name and address.

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person (e.g., using the organization's name) and will be made publicly available on the OJP website if the project is awarded.

Data Requested with Application

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 each award's reporting requirements.

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 font; have no less than 1-inch margins; and should not exceed 25 pages. Pages should be numbered. If the program narrative fails to comply with these length restrictions, the SMART Office may consider such noncompliance in peer review and in final award decision.

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

a. Description of the Issue.

Applicants must describe the models used by states, territories and tribes to operate their sex offender public websites/registries. In particular, applicants must discuss existing challenges and/or complexities unique to these websites/registries, including how they are managed and how they interface with NSOPW. Discussion should highlight the issues associated with working with governmental entities in the areas of law enforcement and public information sharing, public policy and technical support and a thorough understanding of the information-sharing requirements of SORNA.

b. Project 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 continue to manage, host and operate NSOPW, the SORNA Exchange Portal, Sex Offender Registry Tool and Tribe and Territory Sex Offender Registry System during all phases of the project period from initial grant receipt to closeout so that there is seamless continuation of operation and project activities. This section must also address efforts to be undertaken with participating jurisdictions (individual connections) to ensure continuity of operations and connection maintenance requirements and should include related national administrative and operational/enterprise-level efforts.

c. Plan for Collecting the Required Performance Measure Data.

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 each award's reporting requirements. OJP will require each successful applicant to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives and

deliverables identified in the "Goals, Objectives, Deliverables and Timeline" section. A list of performance measure questions for this program can be found under the "Performance Measures" section. Applicants can also visit OJP's [Performance Measurement page](#) for an overview of performance measurement activities at OJP. The SMART Office will require award recipients to submit performance measure data and performance reports in JustGrants. The SMART Office will provide further guidance on the post-award submission process, if selected for award.

d. Capabilities and Competencies.

Applicants must describe the management structure and staffing of the project and include information that describes 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 and magnitude. Discussion must demonstrate the applicant's competence and experience in working with state, territory and tribal government agencies, particularly sex offender registries and law enforcement information technology projects, as well as experience in supporting national and complex information-sharing efforts. 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 résumés for key positions and personnel must be submitted as an attachment.

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

Goals, Objectives, Deliverables, and Timeline

The applicant will submit their proposed plan to meet the Maintenance and Operation of the Dru Sjodin National Sex Offender Public Website goals, objectives, deliverables and timeline in the JustGrants web-based form. Submit these as an attachment with each project goal, related objective, activity, expected completion date and responsible person or organization. Please use the actual calendar months and year in the program timeline.

Budget and Associated Documentation

The applicant will complete the JustGrants web-based form. See the OJP Grant Application Resource Guide for additional information on [Budget Preparation and Submission Information](#).

Budget Worksheet and Budget Narrative (Web-based Form)

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

Pre-Agreement Cost

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

Indirect Cost Rate Agreement (if applicable)

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the OJP Grant Application Resource Guide for additional information on [Indirect Cost Rate Agreement](#).

Employee Compensation Waiver

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

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

The applicant will download the questionnaire, complete it, and upload it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information and the link to the questionnaire.

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 [Disclosure of Process Related to Executive Compensation](#) section of the OJP Grant Application Resource Guide for information.

Memoranda of Understanding (MOUs) and Other Supportive Documents

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

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

Curriculum Vitae or Resumes

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

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

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, see the [Research and Evaluation Independence and Integrity Statement](#) in the OJP Grant Application Resource Guide.

List of Procurement Contracts

If the application (including the budget) identifies any proposed noncompetitive agreements that are or may be considered procurement "contracts" (rather than subawards) for purposes of federal grants administrative requirements, the applicant also must list the entities with which the applicant proposes to contract. Applicants should provide this list as a separate sheet entitled "Proposed noncompetitive procurement contracts." Visit the OJP Grant Application Guide for more information on [proposed procurement contracts](#).

Organizational Chart

Applicants should attach an organizational chart showing the applicant's internal structure, positions and hierarchy.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov. See [Disclosure of Lobbying Activities](#) in the OJP Grant Application Resource Guide for additional information.

DOJ Certified Standard Assurances

Successful applicants will review and accept this document prior to receiving award funds. See the

[Administrative, National Policy, and Other Legal Requirements](#) in the OJP Grant Application Resource Guide for more information.

Applicant Disclosure of Duplication in Cost Items

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See [Applicant Disclosure of Pending Applications (Duplication in Cost Items)](#) in 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; Drug-Free Workplace Requirements; Law Enforcement and Community Policing in JustGrants. See [Administrative, National Policy, and Other Legal Requirements](#) in the [OJP Grant Application Resource Guide for more information](#).

How to Apply

Step 1: The applicant must [register in Grants.gov](#) and submit the SF-424 and an SF-LLL in Grants.gov.

Step 2: The applicant must then submit the **full application**, including attachments, in [JustGrants](#). For additional information, see the [How to Apply](#) section in the OJP Grant Application Resource Guide and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

Step 1: The **SF-424 and the SF-LLL** must be submitted in Grants.gov by 11:59 p.m. ET May 31, 2022.

Step 2: The **full application** must be submitted in JustGrants by 5 p.m. ET June 13, 2022.

- Note that the time of submission in JustGrants has been moved up to 5 p.m. ET to help ensure the availability of JustGrants Support Desk help, if needed.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline must make efforts to obtain technical support before the deadline and document its efforts to submit before the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

An applicant experiencing technical difficulties with the following systems must contact the associated support desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov: contact the [SAM Help Desk (Federal Service Desk)](#)
- Grants.gov: contact the [Grants.gov Customer Support Hotline](#)
- JustGrants: contact the JustGrants Support Desk at JustGrants.Support@usdoj.gov or 833-872-5175.

An applicant a waiver to submit a late application must document their request for technical assistance in an

email to the SMART Office contact (listed on page 2) **within 24 hours after the application deadline** to request approval to submit its application after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must —

- Describe the technical difficulties experienced;
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond);
- Include an attachment(s) of the complete grant application and all required documentation and material; and
- Include the applicant's unique entity identifier (UEI) and any applicable SAM.gov tracking number(s), Grants.gov Help Desk and JustGrants support desk ticket numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the Experiencing Unforeseen Technical Issues section in the OJP Grant Application Resource Guide.

Application Review Information

Review Criteria

Merit Review Criteria
Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

a. Description of the Issue (20%).

Applicant must describe the models used by states, territories and tribes to operate their sex offender public websites/registries. In particular, applicant must discuss existing challenges and/or complexities unique to these websites/registries, including how they are managed and how they interface with NSOPW. Discussion should highlight the issues associated with working with governmental entities in the areas of law enforcement and public information sharing, public policy and technical support and a thorough understanding of the information-sharing requirements of SORNA.

b. Project Design and Implementation (40%).

Applicant must detail how the project will operate during the funding period and describe the strategy 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. Applicant must outline how the proposed project will continue to manage, host and operate NSOPW, the SORNA Exchange Portal, Sex Offender Registry Tool and Tribe and Territory Sex Offender Registry System during all phases of the project period, from initial grant receipt to closeout, so that there is seamless continuation of operation and project activities. This section must also address efforts to be undertaken with participating jurisdictions (individual connections) to ensure continuity of operations and connection maintenance requirements and should include related national administrative and operational/enterprise-level efforts.

c. Capabilities and Competencies (20%).

Applicant must describe the management structure and staffing of the project and include information that describes 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 and magnitude. Discussion must demonstrate the applicant's competence and experience in working with state, District of Columbia, territory and tribal government agencies, particularly sex offender registries and law enforcement information technology projects, as well as experience in supporting national and complex information-sharing efforts. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the project work plan. In addition, applicants should describe the experience and capacity of existing/proposed grants management staff who will be responsible for the successful management of federal grant awards.

d. Plan for Collecting the Required Performance Measure Data (5%).

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.

e. Budget (10%).

Applicant should provide a budget that is complete, cost effective and allowable (e.g., reasonable, allocable and necessary for project activities). The budget should demonstrate generally how an applicant will maximize cost effectiveness of grant expenditures. Budget descriptions should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project. Generally, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

f. Other (5%).

Project abstract, project timeline, organizational chart and indirect cost rate agreement (if applicable).

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity and business ethics.

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

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

Federal Award Administration Information

Federal Award Notices

See the OJP Grant Application Resource Guide for information on [federal award notices](#).

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 clauses](#).

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the "Goals, Objectives, Deliverables and Timeline" section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients typically must submit quarterly financial reports, semiannual performance reports, final financial and performance 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 [General Information about Post-Federal Award Reporting Requirements](#), including performance measure data.

Federal Awarding Agency Contact(s)

For SMART Office contact information, see page 2.
For Grants.gov contact information, see page 2.
For JustGrants contact information, 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 the [Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 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 Measures	Data Recipient Provides
To provide the public with a single U.S. government website that links public state, the District of Columbia, territorial and tribal sex offender registries in one national search site.	Number of inquiries against NSOPW	Number of inquiries against NSOPW each month during the reporting period
	Number of states (including D.C.), territories and tribes participating in NSOPW	Number of states (including D.C.), territories and tribes participating in NSOPW during each month of the reporting period
	Number of deliverables completed on time as determined by SMART Office	Deliverables defined in the solicitation submitted to SMART Office
	Number of deliverables that meet expectations as defined by SMART Office	Deliverables defined in the solicitation approved by SMART Office
To provide jurisdictions with technology tools to register and track sex offenders.

To provide jurisdictions with technology tools to share information about registered sex offenders with other jurisdictions.

To provide jurisdictions with technology tools to provide community notification about registered sex offenders. | Number of technical assistance events/activities conducted | Number of technical assistance events/activities conducted during each month of the reporting period, by type:

a) NSOPW
b) TTSORS
c) SORT
d) SORNA Exchange Portal |
		Number of technical assistance requests closed out with satisfactory resolution during the reporting period
	Percentage of technical assistance requests completed with satisfactory resolution	Number of responses provided to questions sent to webmaster during each month of the reporting period
	Average response time for questions sent to webmaster or through the SMART Office inquiry line	Number of hours to respond to each question sent to webmaster during each month of the reporting period
		Number of new tribes and territories utilizing TTSORS during each month of the reporting period
	Total number of tribes and territories actively using TTSORS	Total number of tribes and territories utilizing TTSORS during the reporting period

Application Checklist

SMART FY 2022 Maintenance and Operation of the Dru Sjodin National Sex Offender Public Website

This application checklist has been created as an aid in developing an application. For more information, reference the OJP Application Submission Steps in the OJP Grant Application Resource Guide.

What an Applicant Must Do

Before registering in Grants.gov:

- Confirm your entity's [System Award Management (SAM)](#) registration information (see [OJP Grant Application Resource Guide](#))

To register in Grants.gov:

- Acquire Authorized Organization Representative (AOR) and a Grants.gov username and password (see step 3 in the [OJP Application Submission Steps](#))
- Acquire AOR confirmation from the E-Business Point of Contact (see step 4 in the [OJP Application Submission Steps](#))

To find the Funding Opportunity:

- Search for the Funding Opportunity in [Grants.gov using the Opportunity Number, Assistance Listing or keyword(s)](#)
- Access the Funding Opportunity and Application Package (see step 7 in the [OJP Application Submission Steps](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Grants.gov Information](#)
- Read [OJP policy and guidance on conference approval, planning and reporting](#) (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 2022 Awards](#).

Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of $1 million.

Review Eligibility Requirement:

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

Application Step 1. Register and submit the SF-424 and SF-LLL in Grants.gov.

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov

- Complete Standard Applicant Information (SF-424 information from Grants.gov)

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

After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:

- Documents have been received in Grants.gov
- Documents have either been successfully validated or rejected with errors

If no Grants.gov receipt and validation is received, or if error notifications are received:

- Contact the SMART Office or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#) or [support@grants.gov](#) regarding technical difficulties (see page 2).

Upon receipt of email notification of successful validation of SF-424 and SF-LLL:

- Proceed to Application Step 2 and complete application in JustGrants.

Application Step 2.

Submit the following information in JustGrants.

Application Components

- Standard Applicant Information (SF-424 info from Grants.gov)
- **Proposal Abstract***
- **Proposal Narrative***

Budget and Associated Documentation

- **Budget Worksheet and Budget Narrative (web-based form)***
- Indirect Cost Rate Agreement (if applicable)
- Financial Management and System of Internal Controls Questionnaire
- Disclosure of Process related to Executive Compensation

Additional Application Components

- Timeline
- Memorandum of understanding (if applicable)
- Résumés of key personnel
- List of procurement contracts
- Organizational chart
- Research and Evaluation Independence and Integrity assurance or mitigation plan (if applicable)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see OJP Grant Application Resource Guide)

Disclosure and Assurances

- Disclosure of Lobbying Activities (SF-LLL)
- Applicant Disclosure of Pending Applications (Duplication in Cost Items)
- DOJ Certified Standard Assurance (see Administrative, National Policy, and Other Legal Requirements)
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see Administrative, National Policy, and Other Legal Requirements)
- Applicant Disclosure and Justification — Grantees Designated as High Risk by DOJ

***Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements. An application that OJP determines does not meet the basic minimum requirements will neither proceed to peer review, nor receive further consideration.**

Submit application in JustGrants:

- Receive green notification in JustGrants ("Thank you! The next step in this case has been routed appropriately.")
- Receive email confirmation that application has been successfully submitted in JustGrants.

If error notification is received or confirmation email is not received:

- Contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175 regarding technical difficulties.