

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



SMART FY 2023 Maintenance and Operation of the Dru Sjodin National Sex Offender Public Website (NSOPW) (Continuation)

Assistance Listing Number # 16.750

Grants.gov Opportunity Number: O-SMART-2023-171880

Solicitation Release Date: September 15, 2023 3:00 PM ET

Application Grants.gov Deadline: September 16, 2023 1:00 PM ET

Application JustGrants Deadline: September 19, 2023 5:59 PM ET

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 2023 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 guidance provided in the [OJP Grant Application Resource Guide](#) which provides additional information for applicants to prepare and submit applications to OJP for funding. **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:

Other

Other

Institute for Intergovernmental Research

In general, OJP expects that a prospective applicant that is sent an OJP Invitation to Apply 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.

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 the 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 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

Application 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. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

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

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants deadline.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and Federal holidays.

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. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

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Program Description

Overview

The purpose of NSOPW.gov is to provide the public with information about registered sex offenders and facilitate information sharing among jurisdictional registry officials. NSOPW.gov provides the public with a single U.S. government website that links the states, the District of Columbia, territory, and tribal public sex offender registries in one national search site. NSOPW.gov will now be maintained by the Office of Justice Programs; this supplemental award will provide funding to continue assisting jurisdictions in making their sex offender data available in response to searches conducted on NSOPW.gov, along with related technology tools to assist jurisdictions with registering and tracking sex offenders, sharing information about registered sex offenders with other jurisdictions, and providing community notification and information about registered sex offenders to the public.

Statutory Authority: This award is authorized pursuant to the relevant provision(s) of the Adam Walsh Child Protection and Safety Act, 34 U.S.C. § 20922 (the Adam Walsh Act), and funded pursuant to the Department of Justice Appropriations Act, 2023, Pub. L. No. 117-328; 136 Stat. 4459, 4535.

Specific Information

The SMART Office assists jurisdictions with developing and enhancing programs designed to implement the Sex Offender Registration and Notification Act (SORNA), Title I of the Adam Walsh Act. The Adam Walsh 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 provides comprehensive national sex offender registration and notification standards designed to monitor, track and protect the public from sex offenders. NSOPW is a critical component of SORNA's scheme.

Under the NSOPW award, IIR will continue to develop and operate NSOPW.gov as well as develop and maintain its related technology tools, including the SORNA Exchange Portal, the Tribe and Territory Sex Offender Registry System (TTSORS), and the Sex Offender Registry Tool (SORT). Given the popularity of NSOPW and the public's reliance on the site for information, continuing to fund IIR would avoid any possible disruption in service associated with switching to a new organization. IIR has been responsive to issues with NSOPW and users' evolving needs. In 2019, IIR redesigned NSOPW.gov, garnering favorable feedback from users. Additionally, IIR consistently provides excellent service, and there have not been any issues with its continuing maintenance and operation of NSOPW, the SORNA Exchange Portal, TTSORS and SORT. In light of IIR's extensive working knowledge of NSOPW and the electronic registry requirements mandated by SORNA, and given IIR's successful performance thus far under the award, the SMART Office believes it is most efficient to have IIR continue its work on NSOPW.

Goals, Objectives, and Deliverables

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

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

Deliverables

The NSOPW program deliverables include but are not limited to providing support for the maintenance and operation of NSOPW.gov and maintaining and operating a secure communication system (the SORNA Exchange Portal) jurisdiction registry manager for the purpose of information sharing between the jurisdictions.

Evidence-Based Programs

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](#) section.

Federal Award Information

General Guidance for Federal Award

Anticipated number of awards SMART expects to make: 1

Anticipated maximum dollar amount for each award: \$900,538

Period of performance start date: October 1, 2023

Period of performance duration: 12

Anticipated Total amount to be awarded under solicitation: \$900,538

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Type of Award

The SMART Office expects to make awards under this solicitation as cooperative agreements. 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 Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in Part 200 Uniform Requirements as set out in 2 C.F.R. 200.303, comply with standards for financial and program management. See the OJP Grant Application Resource Guide's [Financial Management and System of Internal Controls section](#) 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 matching requirements, see the Federal Award Information section.

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

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 the use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a sub-award. For detailed information on this certification requirement, please visit [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

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) in Grants.gov

The SF-424 must 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 (*email address*) to assign the application to this user in JustGrants.

Intergovernmental Review: This solicitation ("funding opportunity") **is not** subject to

[Executive Order \(E.O.\) 12372](#). In completing the SF-424, an applicant is to answer question 19 by selecting “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. The applicant 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 their Authorized Organization Representative; 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 its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known) — must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information.

Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [OJP Grant Application Resource Guide](#) for an example of a proposal abstract.

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 35 pages (pages should be numbered). If the Proposal Narrative fails to comply with these length restrictions, the SMART Office may consider such noncompliance in its final award decision.

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

a. Description of the Issue OR Statement of the Problem.

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 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

Applicants must describe the management structure and staffing of the project and include information that describes the roles and responsibilities 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.

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 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.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that each award recipient will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact

measures that every recipient will be expected to address.

OJP will require each award recipient 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, and Deliverables" discussion. An applicant can visit OJP's performance measurement page at www.ojp.gov/performance 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, at the time of award.

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](#).

Goal, Objective and Deliverables

Applicants will submit the NSOPW goals, objectives, deliverables and timelines in the JustGrants Web-based form. The projected fiscal year and quarter the objectives and deliverables will be completed is also entered into the form. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

Goals. The applicant should outline the project's goals.

Program Objectives. The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measurable and clearly linked to the goal.

Deliverables. Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

Budget and Associated Documentation

The applicant will complete the JustGrants web-based budget form. For additional information, see the OJP Grant Application Resource Guide's [Budget Preparation and Submission Information](#) and the "[Complete the Application in JustGrants – Budget](#)" training.

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.

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

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

Indirect Cost Rate Agreement (if applicable)

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the OJP Grant Application Resource Guide for additional information on [Indirect Cost Rate Agreement](#).

Consultant Rate

See the DOJ Grants Financial Guide's [Listing of Costs Requiring Prior Approval](#) for information on standard OJP consultant rates and the requirements for requesting prior OJP approval to exceed the maximum threshold rate.

Employee Compensation Waiver

See the OJP Grant Application Resource Guide for information on the [Limitation on Use of Award Funds for Employee Compensation for Awards over \\$250,000; Waiver](#).

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

Each applicant should download the Financial Management and System of Internal Controls Questionnaire, complete it, and upload it as an attachment in JustGrants. See the OJP Grant Application Resource Guide's section on the [Financial Management questionnaire](#) for the link to the questionnaire and additional information.

Disclosure of Process Related to Executive Compensation

If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the [Disclosure of Process Related to Executive Compensation](#) description in the Application Attachments section of the OJP Grant Application Resource Guide for information.

Memoranda of Understanding (MOUs) and Other Supportive Documents

Applicants should include for each named partner, a signed Memorandum of Understanding (MOU), Letter of Intent, or subcontract that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs. For applications submitted from two or more entities, applicants are encouraged to develop and submit signed MOUs or signed Letters of Intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or Letter of Intent should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application.

Additional Application Components

The applicant will attach the requested documentation in JustGrants.

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.**

Timeline Form

Attach a project timeline spanning 12 months with each project objective, activity, expected completion date and responsible person or organization.

Disclosure and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. See the [OJP Grant Application](#)

[Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure of Duplication in Cost Items

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; Law Enforcement and Community Policing

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; and Law Enforcement and Community Policing in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: After registering with SAM, the applicant must submit the **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://justgrants.usdoj.gov) by the JustGrants deadline.

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in

Section 8F of the SF-424 will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application 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

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by September 14, 2023, 6 p.m. Eastern time.

The **full application** must be submitted in JustGrants by September 19, 2023 11:59 p.m.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any 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. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application

OJP will only consider a request to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented application submission.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application

after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason, applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

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

- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#), Monday – Friday from 8 a.m. to 8 p.m. ET at 866-606-8220.
- Grants.gov - contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants - contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday – Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact INSERT Grants.gov Customer Service support@grants.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must -

- describe the technical difficulties experienced,
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded),
- include an attachment of the complete grant application and all the required documentation and materials,
- include the applicant's Unique Entity Identifier (UEI), and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant who does not provide documentation of a technical issue or who

does not submit a waiver request within the required time period will be 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 Process

OJP reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and 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 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 and may consider SMART Office recommendations and other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. 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 the 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.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the “Program Description” 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 additional information on specific post-award reporting requirements, including performance measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), and contact information for Grants.gov and JustGrants, see the solicitation cover page.

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 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.

Application Checklist

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](#) and the [DOJ Application Submission Checklist](#)

Before Registering in Grants.gov:

- Acquire or renew your Entity's [System Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))

Register in Grants.gov:

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

Find the Funding Opportunity:

- Search for the Funding Opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Select the correct Competition ID: O-SMART-2023-171880
- Access the Funding Opportunity and Application Package (see step 7 in the [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 <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

Review the Overview of Post-Award Legal Requirements:

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards](#)” in the [OJP Funding Resource Center](#).

Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$900,538

Review Eligibility Requirement:

- Review the *Eligibility* section on the cover page and *Eligibility Information* section in the solicitation.

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Application Step 1

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

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**
- Submit Intergovernmental Review (if applicable)

Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:

- a submission receipt
- a validation receipt
- a grantor agency retrieval receipt
- an agency tracking number assignment

If no Grants.gov receipt and validation email 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 [OJP Grant Application Resource Guide](#))

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- 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 information from Grants.gov)

- Proposal Abstract
- Proposal Narrative

Budget and Associated Documentation

- Budget Worksheet and Budget Narrative (attachment)
- 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](#))
- Disclosure of Process related to Executive Compensation (if applicable) (see [OJP Grant Application Resource Guide](#))

Additional Application Components

- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Timeline
- Memorandum of understanding (if applicable)
- Résumés of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)

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 Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

Review, Certify and Submit Application in JustGrants:

- Any validation errors will immediately display on screen after submission.

- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

If no JustGrants application submission confirmation email or validation is received, or if error notification is received:

Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties. See the [OJP Grant Application Resource Guide](#) for additional information.

Standard Solicitation Resources

[OJP Grant Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions and sign-up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training Page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists and other resources to help applicants complete an application.

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance and support on JustGrants system functionality.