



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking (SMART) is seeking applications for SMART FY 13 funding for the Dru Sjodin National Sex Offender Public Website (NSOPW). This program furthers the Department's mission by providing the public immediate access to sex offender registration data from public sex offender registries operated by states, territories, the District of Columbia and certain federally-recognized Indian tribes.

SMART FY 2013 Maintenance and Operation of the Dru Sjodin National Sex Offender Public Website

Eligibility

Eligible applicants are limited to nonprofit and/or for-profit organizations that have demonstrated significant experience in providing web site development, hosting and management; web services; service-oriented architecture, distributed information sharing systems; and specialized training and technical assistance to the states, tribes and territories participating in SORNA information sharing. For-profit organizations must agree to waive any profits or fees for services.

The SMART Office may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 18.) All applications are due by 11:59 p.m. eastern time on April 11, 2013. (See "Deadlines: Registration and Application," page 4.)

Contact Information

For technical assistance with submitting an application, contact the [Grants.gov Customer Support Hotline](#) at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov.

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

For assistance with any other requirements of this solicitation, contact Samantha Opong, Grant Program Specialist, by telephone at (202)514-9320 or by e-mail at Samantha.Opong@usdoj.gov.

Grants.gov number assigned to this announcement: SMART-2013-8372

Release date: February 26, 2013

[Funding Opportunity Number: SMART-2013-8372]²

Contents

Overview.....	4
Deadlines: Registration and Application	4
Eligibility.....	4
NSOPW- Specific Information	4
Performance Measures	9
Notice of Post-Award FFATA Reporting Requirement.....	11
What an Application Should Include	11
1. Information to Complete the Application for Federal Assistance (SF-424)....	11
2. Program Narrative.....	12
3. Budget Detail Worksheet and Budget Narrative	13
4. Indirect Cost Rate Agreement (if applicable)	14
5. Additional Attachments.....	14
6. Other Standard Forms	15
Selection Criteria.....	16
Review Process	16
Additional Requirements.....	17
How to Apply	18
Provide Feedback to OJP on This Solicitation.....	20
Application Checklist.....	22

Maintenance and Operation of the Dru Sjodin National Sex Offender Public Website (CFDA # 16.750)

Overview

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 (42 U.S.C. § 16901, et seq). 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. The Dru Sjodin National Sex Offender Public Website (NSOPW) is a critical component of the SMART Office's strategy to provide a comprehensive national sex offender registration and notification system to notify and protect the public from sex offenders.

NSOPW allows law enforcement and the public to search existing state, territory and tribal sex offender registries for public sex offender data. With a single query from any web-capable computer, NSOPW searches state, territory and tribal public sex offender registries to deliver matches. This program is authorized by 42 U.S.C. § 16920.

Deadlines: Registration and Application

Applicants must register with Grants.gov in order to submit an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on April 11, 2013. See "How to Apply" on page 18 for details.

Eligibility

Refer to the title page for eligibility under this program.

NSOPW- Specific Information

Over the past two decades, state and local jurisdictions have implemented various strategies and tools aimed at managing sex offenders in the community. The federal government has played a significant role in this area by enacting legislation requiring states, territories and certain tribes to establish sex offender registration and notification programs. A critical component of sex offender registration and notification is the dissemination of sex offender data to the public through the operation of a public website. In 2005, the U.S. Department of Justice recognized the need to provide the public and law enforcement with a single point of access to public sex offender websites. The Adam Walsh Child Protection and Safety Act of 2006

[Funding Opportunity Number: SMART-2013-8372]⁴

renamed the National Sex Offender Public Registry to the National Sex Offender Public Website and codified that the Attorney General shall maintain the site. NSOPW meets this need by linking public state, territory and tribal sex offender registries to one national search site. The Adam Walsh Act further required that the Department of Justice develop software to allow jurisdictions to track and share information regarding sex offenders. The SORNA Exchange Portal meets this need by maintaining a secure information exchange portal for all SORNA jurisdictions.

The technology supporting NSOPW uses web services and the U.S. Department of Justice's [Global Justice XML](#) common computer language to establish a link between already-built and maintained public state, territory and tribal sex offender registries. The link then allows data from different hardware and software systems to be recognized and shown through the national search site. Since 2005, there have been over 42 billion visits to the National Sex Offender Public Website with an average of 15,465 visits per day.

The SMART Office is requesting applications to manage NSOPW for a 24-month project period with the possibility of continuation funding for up to 24 additional months.

During the project period, the successful applicant will be required to consult with the SMART Office which will provide guidance and input on web site content, appearance, 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 successful applicant will need to demonstrate cultural competencies in working with Indian Country. The applicant will need to understand the rich diversity of tribal people and the importance of self-determination and sovereignty when working with tribal jurisdictions. The successful applicant must demonstrate an understanding for providing support and guidance to tribes for the purpose of information sharing.

The successful applicant must demonstrate an understanding of the importance of information sharing between SORNA jurisdictions about relocating sex offenders and the need for continued improvement 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 information sharing.

Please note that successful applicant may not:

- Retain any data for any purpose beyond the end of the project period, except as instructed to facilitate transition to another provider;
- Provide any data collected as part of the operation of NSOPW, the Tribe and Territory Sex Offender Registry System (TTSORS), or the Exchange Portal to any other agency besides the submitting agency unless such communication is initiated by the submitting agency via SORNA exchange portal;
- Charge any agency for any use of NSOPW, TTSORS or the Exchange Portal
- Sell, or use any data collected as part of the operations of NSOPW, TTSORS, or the Exchange Portal for any commercial purpose or any unauthorized purpose

5
[Funding Opportunity Number: SMART-2013-8372]

Goals, Objectives, and Deliverables

The grantee will conduct the following, at a minimum:

- Support all hosting, maintenance, and operation of NSOPW, including hosting a backup site at a separate location. The grantee must comply with all U.S. Department of Justice security requirements.
- Maintain and operate a secure communication system (known as the Exchange Portal) between SORNA jurisdiction registry managers for the purpose of information sharing. Uses include the ability to send e-mail, a discussion area, chat capabilities, and transfer of files.
- Ensure that NSOPW 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.
- Make changes to NSOPW within four hours of a request—without additional costs—as part of the maintenance portion of the project.
- Provide statistics to SMART on the use of NSOPW and the Exchange Portal on a monthly basis and have the capability to provide specific information within 2-hours notice.
- Provide auditing and monitoring tools to SORNA registration jurisdictions and to SMART, and participate in auditing and monitoring activities as requested by the SMART Office.
- Provide continuous monitoring of all connections to NSOPW and make contact with the connection site(s) to remedy any malfunctions within a 24-hour period.
- Answer questions sent to the “Webmaster” from the general public and from SORNA jurisdictions or as directed through the SMART office for NSOPW within 24 hours. The technical responses shall be based on the ability to recreate 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. On average, NSOPW receives three to five inquiries a day, ranging in complexity and length of response.
- Maintain and operate the Tribe and Territory Sex Offender Registry System (TTSORS). TTSORS is the registry system provided free of charge by the Department of Justice to assist tribes and territories with implementing SORNA registry system requirements. TTSORS management and update access is restricted to only tribe and territory

agencies responsible for the management and registration of sex offenders. TTSORS serves two purposes, which is to function as an administrative registry system and as the public sex offender registry web site system for jurisdictions. Jurisdictions, who are TTSORS users, will have the ability with their registry system to provide community notifications; email address and telephone number search; and collect all offender information required by SORNA.

- Develop and implement enhancements for NSOPW, the Exchange Portal and TTSORS necessary to remain current with advanced technologies.
- Provide training and technical assistance to states, territories and tribes related to participation in NSOPW, the Exchange Portal and TTSORS.
- Participate in SMART national trainings and conferences, providing individual and group session support.

Applicants should note that the SMART Office may modify the project scope during the project period to address emerging needs that impact the operation of NSOPW, the Exchange Portal and TTSORS.

Amount and Length of Awards

The SMART Office anticipates that it will make up to one award through a cooperative agreement of up to \$1 million for a 24-month project period.

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

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2012 salary table for SES employees is available at www.opm.gov/oca/12tables/indexSES.asp. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General (AAG) for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

7
[Funding Opportunity Number: SMART-2013-8372]

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

Minimization of Conference Costs

OJP encourages applicants to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP Web site at www.ojp.gov/funding/confcost.htm. This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including, meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

Note on food and beverages: OJP may make exceptions to the general prohibition on using OJP funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Provide a single point of access for the public and law enforcement to search public sex offender registries hosted by states (including the District of Columbia), territories and tribes	Number of inquiries against NSOPW	Number of inquiries against NSOPW each month during the reporting period
	Number of states (including the District of Columbia), territories, and tribes participating in NSOPW	Number of states (including the District of Columbia), territories, and tribes participating in NSOPW during each month of the reporting period
	Number of technical assistance events/activities conducted	Number of NSOPW technical assistance events/activities conducted during each month of the reporting period Number of TTSORs technical assistance events/activities provided during each month of the reporting period
	Percentage of technical assistance requests completed with satisfactory resolution	Number of technical assistance requests closed out with satisfactory resolution during the reporting period

	Average response time for questions sent to “Webmaster” ¹ or through the SMART Office inquiry line.	Number of responses provided to questions sent to “Webmaster” during each month of the reporting period Number of hours to respond to each question sent to Webmaster during each month of the reporting period
	Percent increase in number of tribes utilizing TTSORS	Number of new tribes utilizing TTSORS during each month of the reporting period Total number of tribes utilizing TTSORS during the reporting period

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 11 for additional information.

Note on Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page

¹ Questions sent to “Webmaster” from the general public and from SORNA jurisdictions

(www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the "Confidentiality" section on that Web page.

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that the SMART Office has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, the SMART Office has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one document, it must contain **both** narrative and detail information.

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

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

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

2. Program Narrative

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

The program narrative must address the Selection Criteria addressed on page 16.

If the program narrative fails to comply with these length-related restrictions, the SMART Office may consider such noncompliance in peer review and in final award decisions.

Applications that involve a multi-disciplinary collaborative which includes for-profit or non-profit organizations must detail in the program narrative how the final product provided will assist SORNA jurisdictions to implement at least one SORNA requirements.

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

a. 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

Project Goals and Objectives:

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 manage operation of NSOPW, the Exchange Portal and TTSORS 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 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 should 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 public 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 resumes for key positions and personnel should be submitted as an attachment.

d. Plan for Collecting the Data Required for Performance Measures

Applicants should describe how performance will be documented, monitored, and evaluated, including how the impact of the strategy implemented and/or enhancement will be determined. The SMART Office does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that the SMART Office will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

3. Budget Detail Worksheet and Budget Narrative

a. **Budget Detail Worksheet**

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. **Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe

cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

4. **Indirect Cost Rate Agreement (if applicable)**

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

5. **Additional Attachments**

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

- a. Program Timeline: Submit as an attachment a projective timeline 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
- b. Resumes/Curriculum Vitae of Key Personnel
- c. Applicant disclosure of pending applications

Applicants are to disclose whether they have pending applications for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will be subawarding federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the Federal or State funding agency
- the solicitation name/project name
- the point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page. (e.g., “[Applicant Name] does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”)

6. Other Standard Forms

Additional forms that OJP may require in connection with an award are available on OJP’s funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- [Standard Assurances*](#)
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements*](#)
Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.

- c. [Accounting System and Financial Capability Questionnaire](#) Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years, must download, complete, and submit this form.

*These OJP Standard Assurances and Certifications are forms which applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

Selection Criteria

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

1. Statement of the Problem (20%)
2. Project Design and Implementation (40%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for Performance Measures (5%)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.² (10%)
6. Other: Program Timeline (5%)

Review Process

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

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

The Office of the Chief Financial Officer (OCFO), in consultation with the SMART Office, reviews applications for potential discretionary awards to evaluate the fiscal integrity and

² Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

financial capability of applicants, examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations

- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Subgrantees

How to Apply

Applicants must submit applications through Grants.gov. Applicants must first register with Grants.gov in order to submit an application through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Note: The SMART Office encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for email updates will be notified.

All applicants should complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their application for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- Create a SAM account;
- Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.750, titled "SMART FY 2013 Maintenance and Operation of Dru Sjodin National Sex Offender Public Website," and the funding opportunity number is SMART-2013-8372.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to errors, with an explanation. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** of the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Note: Grants.gov only permits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period. Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Note: Duplicate Applications

If an applicant submits multiple versions of an application, the SMART Office will review the most recent version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the SMART Office contact identified in the Contact Information section on page 1 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: The SMART Office does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If the technical issues reported cannot be validated, OJP will reject the application as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to register in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow each instruction in the OJP solicitation, and (4) technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at www.ojp.usdoj.gov/funding/solicitations.htm.

Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Feedback may be provided to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

SMART FY 2013 Maintenance and Operation of the Dru Sjodin National Sex Offender Public Website

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

Eligibility Requirement:

- For-Profit Organizations, Nonprofit Organizations and Institutions of Higher Education (including tribal organizations and tribal institutions of higher education)
- The federal amount requested is within the allowable limit(s) of \$1,000,000.

What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 12)
- Program Narrative (see page 12)
- Budget Detail Worksheet & Budget Narrative (see page 13)
- Indirect Cost Rate Agreement (if applicable) (see page 14)
- Additional Attachments (see page 14)
 - Program Timelines
 - Resumes of Key Personnel
- Disclosure of Pending Applications (see page 14)
- Other Standard Forms (see page 15),
- Accounting System and Financial Capability Questionnaire (if applicable)

Program Narrative Format:

- Double-spaced
- 12-point standard font (Times New Roman)
- 1" standard margins
- Narrative is 25 pages or less