

Addendum for the Solicitation:

SMART FY 2020 SORNA Training and Technical Assistance Program

March 16, 2020: Deadline extended.

The SMART Office has extended the deadline for this solicitation.

Applications are now due by 11:59 p.m., April 9, 2020.

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



SMART FY 2020 SORNA Training and Technical Assistance Program FY 2020 Competitive Grant Solicitation

CFDA No.: 16.750

Grants.gov Solicitation No.: SMART-2020-17450

Solicitation Release Date: January 27, 2020

Application Deadline: 11:59 p.m. Eastern time on April 9, 2020

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 funding for the SMART FY 2020 SORNA Training and Technical Assistance Program. This program furthers the Department's mission by assisting jurisdictions with implementing and monitoring Sex Offender Registration and Notification Act (SORNA) standards and ongoing SORNA activities.

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

Eligibility (Who may apply):

The following entities are eligible to apply:

- Nonprofit organizations (including tribal nonprofit organizations)
- For-profit organizations (including tribal for-profit organizations)
- Institutions of higher education (including tribal institutions of higher education)

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

Contact Information

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

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the SMART Office at the address provided below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the How To Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

For assistance with any other requirements of this solicitation, contact the SMART Office at 202-514-4689 or at AskSMART@usdoj.gov.

Deadline Details

Applicants must [register with Grants.gov](#) prior to submitting an application. All applications are due by 11:59 p.m. Eastern time on April 9, 2020.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct promptly any problems that may have caused a rejection notification.

An applicant must use the **Add Attachment** button to attach a file to its application. (Do not click the paperclip icon to attach files. This action will not attach the files to the application.) After adding an attachment, select the **View Attachment** button to confirm the correct file is attached. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

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

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SMART FY 2020 SORNA Training and Technical Assistance Program CFDA No. 16.750

A. Program Description

Overview

The Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART) support for the Sex Offender Registration and Notification Act (SORNA) Training and Technical Assistance Program focuses on providing training and technical assistance to SORNA jurisdictions (states, tribes, territories and the District of Columbia) for the purpose of developing and sustaining programs to substantially implement SORNA, Title I of the Adam Walsh Child Protection and Safety Act (34 U.S.C. § 20901 et seq.). This Act is designed to protect children and adults from sexual exploitation and violent crime, prevent child abuse and child pornography, promote internet safety and honor the memory of Adam Walsh and other crime victims. SORNA was enacted to provide a comprehensive set of minimum standards for sex offender registration and notification in the United States. SORNA aims to close potential gaps and loopholes that existed under prior law and generally strengthens the nationwide network of sex offender registration and notification programs.

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

Statutory Authority: Funding for this solicitation is authorized pursuant to the Adam Walsh Child Protection and Safety Act, 34 U.S.C. § 20901 et seq.

Program-Specific Information

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

federal offense for failing to register.

Visit [smart.gov](https://www.smart.gov) for more information about SORNA compliance, the Adam Walsh Act, the National Guidelines for Sex Offender Registration and Notification, the Supplemental Guidelines for Sex Offender Registration and Notification and the Supplemental Juvenile Guideline.

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

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

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

Goals, Objectives and Deliverables

The goals of this program are to support jurisdictions in meeting SORNA requirements and to provide guidance on how to develop and sustain sex offender registration and notification programs. The objective is to provide training and technical assistance to meet the program goals. Expected deliverables are as follows:

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

The goals, objectives and deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

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

B. Federal Award Information

Maximum number of awards SMART Office expects to make	1 award
Estimated maximum dollar amount for each award	\$500,000
Total amount anticipated to be awarded under solicitation	\$500,000
Period of performance start date	October 1, 2020
Period of performance duration	24 months

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

Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application.

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

Type of Award

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

Cooperative agreements include a condition in the award document that sets out the nature of the "substantial federal involvement" in carrying out the award and program. Generally stated, under OJP cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as substantive coordination of technical efforts and site selection, as well as review and approval of project work plans and staffing, research designs, data collection instruments and major project-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the project if necessary.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements¹ as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

Applicant proposals must include funding to send staff and consultants who provide training and technical assistance to jurisdictions to attend one annual SMART Office workshop/symposium, as directed.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

¹ The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

For information on cost sharing or match requirements, see the [OJP Grant Application Resource Guide](#).

Please see the [OJP Grant Application Resource Guide](#) for information on the following: [Pre-agreement Costs \(also known as Pre-award Costs\)](#); [Limitation on Use of Award Funds for Employee Compensation; Waiver Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#); [Costs Associated with Language Assistance](#) (if applicable)

C. Eligibility Information

For eligibility information, see the title page.

D. Application and Submission Information

What an Application Should Include

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the “Disclosure of Process Related to Executive Compensation” provisions in the “Application Attachments” section of the [OJP Grant Application Resource Guide](#).

The following application elements **must** be included in the application submission for an application to meet the basic minimum requirements to advance to peer review and receive consideration for funding: Program Narrative and Budget Detail Worksheet (including Budget Narrative). The requested funding amount must not exceed the maximum award amount noted in Section B. Federal Award Information.

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

1. Application for Federal Assistance (Standard Form 424)

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

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

2. Project Abstract

Applications should include a project abstract (no more than 400 words) that summarizes the proposed project, including primary activities, products and deliverables, the service area, and who will benefit. Project abstracts should be—

- Written for a general public audience.
- Submitted as a separate attachment with “Project Abstract” as part of its file name.
- Single-spaced, using 12-point Times New Roman font with 1-inch margins.

3. Program Narrative

The program narrative must respond to the solicitation and the selection criteria. Submissions that do not adhere to the format will be deemed ineligible. The program narrative must be double-spaced, using 12-point Times New Roman font 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 may be deemed ineligible. Information required under the “Budget and Budget Narrative” and “Other Attachments” sections will not count toward the program narrative page count.

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

The following sections should be included as part of the program narrative:²

a. Description of the Issue

Applicants should describe the challenges that state, tribal and territory jurisdictions face in complying with SORNA and how the challenges will be addressed by the training and technical assistance that will be funded by the grant. Applicants should describe the steps they will use to assess jurisdictions seeking training and technical assistance so they can target their assistance to jurisdictions seeking to develop or enhance sex offender registration and notification systems. Applicants should discuss their strategy to grow and enhance communication with SORNA jurisdictions and experts working in the sex offender registration and notification field.

b. Project Design and Implementation

Project Goals and Objectives: Applicants should describe the goals of the proposed project and identify its objectives and outcomes. Goals: Applicants should provide a broad statement, written in general terms, that conveys the project’s intent to provide targeted training and technical assistance to SORNA jurisdictions. Objectives: Applicants should explain how the program will accomplish its goals. The objectives should be quantifiable and describe the steps necessary to accomplish project goals. When formulating the project’s goals and objectives, applicants should be cognizant of the performance measures that will be required of successful applicants.

Applicants should detail how the project will operate during the funding period and describe the strategy that will be used to implement the proposed project. The section should illustrate what activities are proposed for the project and describe how the strategy will support the goals and objectives. Applicants should outline how the proposed project will support SORNA jurisdictions and enhance implementation efforts.

² For information on subawards (including the details on proposed subawards that should be included in the application), see "Information on Proposed Subawards and Proposed Procurement Contracts" on the [Budget Preparation and Submission section](#) of the [OJP Grant Application Resource Guide](#).

c. Capabilities and Competencies

Applicants should describe the management structure and staffing of the project and include information describing the roles and responsibilities of the key organizational and functional components and personnel. This section should describe the experience and capabilities of the applicant and any contractors that will be used to implement the project and highlight any previous experience implementing projects of similar design or magnitude. The management and organizational structure described should match the staff required to accomplish the tasks outlined in the project work plan.

Position descriptions and/or résumés for key personnel should be submitted as an attachment.

d. Plan for Collecting the Data Required for this Solicitation's 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, if they receive funding.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives and deliverables identified under "Goals, Objectives and Deliverables" in [Section A. Program Description](#).

Applicants should visit [OJP's Performance Measurement page](#) for an overview of performance measurement activities at OJP.

Performance measures for this solicitation are listed in [Appendix A: Performance Measures Table](#).

The award recipient will be required to provide the relevant data elements in tandem with the semiannual progress report, submitted through the OJP Grants Management System.

Note on Project Evaluations

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

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

4. [Budget Detail Worksheet and Budget Narrative](#) in the "Budget Preparation and Submission Information" section.
5. [Indirect Cost Rate Agreement](#)
6. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high risk status\)](#)
7. [Disclosure of Lobbying Activities](#)
8. [Applicant Disclosure of Pending Applications](#)

9. [Applicant Disclosure and Justification – DOJ High Risk Grantees](#)³ (if applicable)

10. **Tribal Authorizing Resolution** (if applicable)

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

11. **Research and Evaluation Independence and Integrity**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

12. **Additional Attachments**

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

- Program timeline: Submit as an attachment with each project goal, related objective, activity, expected completion date and responsible person or organization. Please use the actual calendar months and year in the program timeline.
- Memorandum of understanding (if applicable)
- Position descriptions and/or résumés for key personnel

How To Apply (Grants.gov)

Applicants must register in and submit applications through [Grants.gov](#), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

- CFDA No. 16.750
- Funding Opportunity No. SMART-2020-17450

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

E. Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

³ A “DOJ High Risk Grantee” is a recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

1. Description of the Issue (20%)

- Describe the status of SORNA implementation, the history of challenges, and the current challenges that states, tribes and territories face in planning, implementing, maintaining and/or enhancing sex offender registration and notification programs.
- Describe the challenges practitioners, registration officials and communities experience accessing information, including federal databases, training and resources.
- Describe the challenges developing and sustaining SORNA programs.
- Demonstrate a clear understanding of how to work with states, tribes and territories, including how best to develop training, disseminate best practices and relay information related to substantial implementation of SORNA.
- Describe the challenges designing and providing these types of technical assistance.

2. Project Design and Implementation (30%)

All applicants must:

- Clearly articulate the goals established for this project and connect them to the overarching goals of the solicitation.
- Describe in detail how the proposed project addresses the project deliverables. Identify specific strategies and approaches for designing and implementing the deliverables.
- Describe the roles and responsibilities of any subawardees, subcontractors or consultants and how the role of each proposed partner is integrated into the overall strategy and the preparation of a final report that thoroughly assesses the results of the project.
- Provide a timeline for completing the tasks and identify the percentage of time that will be dedicated by the individuals responsible for the tasks.

3. Capabilities and Competencies (30%)

All applicants must:

- Clearly articulate the organization's history of involvement with state, tribal, territory, and/or local jurisdictions and SORNA implementation projects.
- Discuss the staffing resources, either permanent full-time staff or proposed consultants, to effectively implement the program, including the applicant's ability to manage subrecipients and contractors with appropriate accountability.
- Describe the capacity to complete each of the potential tasks or projects outlined.
- Describe the management structure and staffing of the project, identifying the agency responsible for the project and the grant coordinator.
- Describe how the applicant will coordinate with other training and technical assistance providers, as appropriate, throughout the project.
- Demonstrate the capability of the implementing agency and collaborative partners to implement the project effectively, including gathering and analyzing data, engaging and collaborating with partners, developing and implementing a plan and troubleshooting implementation problems, and working with partners to evaluate the project. Describe and provide evidence of the types and quality of data sources available to the agency to conduct appropriate analysis.
- Provide examples of the organization's experience using training and technical assistance strategies that include developing tools and resources, using distance learning, peer-to-peer consultations and on- and offsite technical assistance.

- 4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)**
 - Describe the process for assessing the project's effectiveness through the collection and reporting of the required performance metrics data (see "Performance Measures"), including who will be responsible and how data will be collected.
 - List any additional performance metrics that will be used to assess the project's effectiveness and the process for collecting the information, including who will be responsible and how data will be collected.
- 5. Budget (10%):** complete, cost effective and allowable (e.g., reasonable, allocable and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the project's goals.⁴
- 6. Other (5%):** program timeline (use actual calendar months and year for project timeline), memorandum of understanding (if applicable), and position descriptions and/or résumés for key personnel.

Review Process

OJP is committed to ensuring a fair and open process for making awards. The SMART Office reviews each application to make sure that the information presented is reasonable, understandable, measurable, achievable and consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

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 (Federal Awardee Performance and Integrity Information System, FAPIIS) accessible through the [System for Award Management](#).

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

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

F. Federal Award Administration Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Federal Award Notices](#)

⁴ 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.

Administrative, National Policy, and Other Legal Requirements

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application. If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

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

Information Technology Security Clauses

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit certain reports and data.

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

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

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see title page.

H. Other Information

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

Provide Feedback to OJP

Appendix A: Performance Measures Table

Objective	Performance Measure(s)	Data Recipient Provides	
Provide training that builds capacity in a jurisdiction's ability to modify policies or practices.	Number of jurisdictions that implemented one or more of the SORNA requirements	Number of jurisdictions that substantially implemented one or more requirements of SORNA in the current reporting period with the assistance of training and technical assistance support.	
	Number of SORNA-specific education/training modules developed for states, tribes and territories	Number of education/training modules developed in the current reporting period related to SORNA implementation in the jurisdiction.	
	Relevance of training to participant's task/role	Percentage of training participants in the current reporting period who reported that the training objectives align with the needs of their role.	
	Extent to which training met its stated learning objectives	Percentage of training participants in the current reporting period who reported that the training met its stated learning objectives.	
	Increase in competencies	Percentage of training participants in the current reporting period who reported increased knowledge or skills immediately after the training.	
	Impact on practice/application of knowledge or skills		Percentage of training participants in the current reporting period who reported that they plan to implement training knowledge or skills.
			Percentage of training participants in the current reporting period who reported they have applied training knowledge or skills within 3 months of a training.
	Number of hours of training delivered		Number of hours of in-person training delivered in the current reporting period.
Number of hours of training delivered in the current reporting period through online course/curriculum/instruction.			
Number of training events		Number of in-person trainings delivered in the current reporting period.	
		Number of online trainings delivered in the current reporting period.	

Objective	Performance Measure(s)	Data Recipient Provides
	Number of individuals trained	<p>Number of individuals who attended a training in the current reporting period.</p> <p>Percentage of registrants in the current reporting period who attended a training.</p>
Provide technical assistance that builds capacity in a jurisdiction's ability to modify policies or practices.	Extent to which technical assistance recipient is satisfied with the assistance received	Percentage of organizations served by technical assistance in the current reporting period who reported they were satisfied with the assistance received.
	Changes in policy, procedure or practice	<p>Percentage of organizations served by technical assistance in the current reporting period who reported they implemented a policy, procedure or practice improvement during the course of technical assistance.</p> <p>Percentage of organizations served by technical assistance in the current reporting period who reported they plan to implement a policy, procedure or practice improvement as a result of technical assistance.</p> <p>Percentage of organizations served by technical assistance in the current reporting period who reported they implemented a policy, procedure or practice improvement within 6 months of receiving technical assistance.</p>

Appendix B: Application Checklist

SMART FY 2020 SORNA Training and Technical Assistance Program

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

What an Applicant Should Do:

Prior to registering in Grants.gov:

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

To register with Grants.gov:

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

To prepare to submit an application(s):

- Sign up for Grants.gov email [notifications](#) (optional)
- Read [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](#)

After application submission, receive Grants.gov email notifications:

- (1) Application has been received.
- (2) Application has either been successfully validated or rejected with errors. (see [OJP Grant Application Resource Guide](#))

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

- Contact SMART Office regarding experiencing technical difficulties (see page 2)

Overview of Post-Award Legal Requirements:

- Review the [Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards](#) in the [OJP Funding Resource Center](#).

Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$500,000.

Eligibility Requirement: Eligible applicants are limited to nonprofit and for-profit organizations (including tribal nonprofit or for-profit organizations), and institutions of higher education (including tribal institutions of higher education). All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

What an Application Should Include:

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- Program Narrative (see page 9)
- Budget Detail Worksheet (including Budget Narrative) (see page 10)
- Funding Within Limit of \$500,000 (see page 7)

- Application for Federal Assistance (SF-424) (see page 8)
- Project Abstract (see page 8)
- Program Narrative (see page 9)
- Budget Detail Worksheet (including Budget Narrative) (see page 10)
- 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 Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

Additional Attachments

- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Program Timeline: Submit as an attachment with each project goal, related objective, activity expected completion date, and responsible person or organization. Please use the actual calendar months and year in the program timeline (see page 11)
- Memorandum of Understanding (if applicable) (see page 11)
- Position Descriptions and/or Résumés for Key Personnel (see page 11)
- Information on Proposed Subawards (if applicable) (see [Budget Preparation and Submission section, OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))