

NATHAN DEAL  
GOVERNOR



JACQUELINE BUNN  
EXECUTIVE DIRECTOR

The Criminal Justice Coordinating Council (Council) is pleased to announce that it is seeking applications for Sex Offender Registration and Notification Act (SORNA) Program.

## **2014 Sex Offender Registry Notification Act (SORNA) Program Application Packet**

### **Eligibility**

Eligible applicants include state agencies and local sheriffs' offices within Georgia.

### **Deadline**

**October 3, 2014**

### **Award Period**

**January 1, 2015 – December 30, 2015**

### **Award Amount**

State Agencies: Up to \$500,000

Sheriffs' Offices: Up to \$20,000

### **Contact Information**

For assistance with the requirements of this solicitation, contact:

Aaron Sayama, Planning and Policy Development Specialist, at 404-657-1965 or

[Aaron.Sayama@cjcc.ga.gov](mailto:Aaron.Sayama@cjcc.ga.gov)

Aisha Ford, Program Director, at 404-657-2045 or [Aisha.Ford@cjcc.ga.gov](mailto:Aisha.Ford@cjcc.ga.gov)

**Release Date: September 2, 2014**

# **SORNA Program Application Packet**

## ***SECTION 1: OVERVIEW AND INSTRUCTIONS***

### **Criminal Justice Coordinating Council**

The Criminal Justice Coordinating Council (the Council) is designated by the Governor of Georgia as the State Administering Agency for criminal justice and victims' assistance programs. Created by the General Assembly (O.C.G.A. § 35-6A-2), the Council is comprised of twenty-four members representing various components of the criminal justice system. The Council uses a small proportion of each fiscal year's award to pay for costs incurred in administering this grant program.

### **SORNA and the Adam Walsh Child Protection and Safety Act of 2006**

Title 1 of the Adam Walsh Child Protection and Safety Act of 2006 established a comprehensive, national sex offender registration system called the Sex Offender Registration and Notification Act (SORNA). SORNA aims to close potential gaps and loopholes that existed under prior laws, and to strengthen the nationwide network of sex offender registrations.

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.

## ***SECTION 2: PROGRAM ELIGIBILITY***

### **Eligibility**

Eligible applicants include both state agencies as well as local sheriffs' offices.

### **Eligible Activities and Cost Items**

No SORNA funds may be expended outside of the scope of the Adam Walsh Act. Even within these program areas, however, SORNA funds cannot be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety. Additionally, SORNA funds may not be used directly or indirectly to pay for any of the following items unless the Bureau of Justice Assistance Director certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order:

- Vehicles, vessels, or aircraft.
- Unmanned aerial vehicles/unmanned aircraft, aircraft system, or aerial vehicles (UA/UAS/UAV).
- Luxury items.
- Real estate.
- Construction projects (other than penal or correctional institutions).
- Any similar items

### **Grants Management**

Subgrantees must abide by the grant requirements below as well as all "Special Conditions" provided at the time an award is made.

- All subgrantees must have a DUNS (Data Universal Numbering System) number. This is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The DUNS number will be used throughout the lifecycle of the grant. To apply for a DUNS number, call 1-866-705-5711 or apply online at [www.dnb.com/us/](http://www.dnb.com/us/).
- All subgrantees must maintain current registrations in the System for Award Management (SAM) formally the Central Contractor Registration (CCR) database. The SAM database is the repository for standard information about federal financial assistance, applicants, recipients, and sub-recipients. Information about registration procedures can be accessed at: [www.sam.gov](http://www.sam.gov). If your organization was previously registered in CCR and you have not yet made the migration to SAM, information about registration procedures can be accessed at [www.sam.gov](http://www.sam.gov). *IMPORTANT: You must contact the federal government directly to receive a DUNS Number and SAM registration. Please do not contact the Council as we cannot facilitate these federal requirements for your agency.*

- Please be aware that this is a *reimbursement-based grant*. Subgrantees will be required to submit check stubs and invoices to CJCC on a monthly or quarterly basis for reimbursement.

### **Supplanting**

Federal funds must only be used to supplement existing funds for program activities and cannot replace or supplant nonfederal funds that have been appropriated for the same purpose. Supplanting is prohibited under JAG. For additional guidance regarding supplanting, refer to the information provided at [www.ojp.usdoj.gov/funding/other\\_requirement.htm](http://www.ojp.usdoj.gov/funding/other_requirement.htm).

### **Financial Requirements**

Subgrantees must comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) financial guide and all applicable OMB Circulars.

County and city governments must also be in compliance with yearly audit filing requirements set forth by the State's Department of Audits and Accounts, specifically, **O.C.G.A. § 36-81-7 and O.C.G.A. § 36-81-8**.

### ***SECTION 3: HOW TO APPLY***

#### **Formatting**

All applications must be double-spaced, with 1 inch margins, and 12 pt. Times New Roman font

#### **Program Area 1: Sheriffs' Offices**

For local sheriffs' offices, funds from this grant can only be used for the purchase of equipment and related technology for the collection of digital fingerprints and palmprints. Applicant agencies are eligible to receive up to \$20,000.

**For Sheriffs' Offices applying for palmprint scanners, applications must include the following:**

1. Application Form (See page 8)
2. Budget Summary and Detail Worksheet (See page 6)
3. All required forms listed below (See page 6)

#### **Program Area 2: State Agencies**

State agencies applying for this award can use funds for programs that move the State of Georgia into further compliance with the Adam Walsh Act.

**For state agencies applying for this program applications must include:**

1. Program Narrative (consists of 5 sections)

2. Budget Summary and Detail Worksheet
3. All required forms listed below

### **Program Narrative**

The narrative is comprised of five sections: Statement of the Problem, Program Description, Program Goals and Objectives, Implementation Plan and Timeline, and Performance Measures.

#### *1. Statement of the Problem (1 page limit)*

- Describe the need, nature, and the extent of the problem to be addressed and its effect or consequences for the community and the target population.
- Describe the target population using demographic and other data where possible. Include complete references.

#### *2. Program Description (3 page limit)*

- Describe the strategy the agency organization will utilize to further compliance with the Adam Walsh Act.
- Describe how the implementing entity will coordinate and manage the working components of the response program.
- Please describe efforts to be made to sustain the program for continuation once these SORNA funds have been exhausted.

#### *3. Program Goals and Objectives (2 page limit)*

- Describe the goals of this SORNA program. These should be broad statements that describe the program's intentions and desired outcomes.
- Describe the objectives and the program activities that will support your stated goals. What are the intermediate results or accomplishments to be achieved by the program? The more specific your objectives are, the easier it will be to determine if your program has achieved them and are on track to attaining your goals. Use numbers wherever possible.

#### *4. Timeline (1 page limit)*

- Please include a timeline of your target activities, objectives, and goals. This should include:
  - Start and end dates and list major tasks/activities for implementing your program;
  - When and where program components will take place;
  - Who will carry out the activities and a description of how long it will take to complete each activity;
  - Identification of program personnel involved and their duties. If the position is vacant, a description of the position and information pertaining to how and when the job will be filled must be included in the application.

#### *5. Performance Measures/Evaluation (1 page limit)*

- Describe the performance measures that will demonstrate progress toward achieving the goal(s).

- Clearly explain data collection methodology, frequency, and analysis in relation to your program’s performance measure, and how this self-assessment strategy will be integrated into your overall program operations.

### **Budget Summary and Detail Worksheet**

#### **Budget Detail Worksheet**

Complete and attach the budget detail worksheet. These forms can be found here:

<http://cjcc.georgia.gov/grant-forms-publications>.

#### **Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed on the Budget Detail Worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the program.

### **Required Forms**

The following forms are required and, with the exception of the two EEOP-related forms, can be accessed on the Council’s website at <http://cjcc.georgia.gov>:

Standard Assurances\*\*

Disclosure of Lobbying Activities\*\*

Certifications Regarding Lobbying, etc.\*\*

Civil Rights Contact Form

Audit Requirements Form

Designation of Grant Officials – **PLEASE NOTE - the Finance Officer MUST be from the local government entity.**

**\*\* Forms must be signed by the local government entity’s authorized official (either the county commission chairperson or mayor) as per state and federal guidelines.**

## **How to Apply**

Submit the completed application, including the requested information and all required attachments, using the following link:

<https://adobeformscentral.com/?f=b2pcR410qrIx9lmcACQZIQ>

**To be eligible for funding consideration, a complete application must be received by our office on or before 5pm October 3, 2014. No mailed or e-mailed applications will be accepted.**

**Sex Offender Registration and Notification Act (SORNA)**  
**Palmpoint Scanner Application Form**  
Program Area 1: Local Sheriffs' Offices

*Directions: Please complete the following form and submit to the adobe form with your budget detail worksheet, budget narrative, and all other required forms. This form will serve as your agency's application narrative. **This questionnaire must be submitted to the adobe form.***

1. Legal entity applying.
2. The number of sex offenders currently registered in your district. Please include those that are absconded as well.
3. The number and percentage of violent and sexual crimes committed in your service area from 2012-2014.
4. The number of live scan machines currently in use in the jurisdiction.
5. The number of live scan machines your agency is seeking to purchase.
6. Point of contact for this grant project in your agency.