



## **CRIMINAL JUSTICE COORDINATING COUNCIL**

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*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)  
Technology Program.

### **2013 Sex Offender Registry Notification Act (SORNA) Technology Application Packet**

#### **Eligibility**

Applicants are limited to local law enforcement agencies within Georgia.

#### **Deadline**

Applications are due by 5:00 p.m. on Friday, January 31, 2014

#### **Award Period**

February 1, 2014 through December 31, 2014\*

#### **Contact Information**

For assistance with the requirement of this solicitation, contact:

Aaron Sayama, Planning and Policy Development Specialist  
at 404-654-1965 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: December 16, 2013**

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\* The award period may change as it is dependent upon the duration of the peer review process and final approval by Council.

**Edward Byrne Memorial  
Justice Assistance Grant (JAG) Program  
SORNA Technology 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**

Applicants are limited to law enforcement agencies within the State of Georgia.

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

Funds from this grant **can only be used for the purchase of digital print-taking devices that can be used to obtain registered sex offenders' fingerprints and palm prints**. Since the updating of the State of Georgia's Automated Fingerprint Identification System (AFIS) database to include palm prints, the Council seeks to fund law enforcement agencies that have a demonstrated need for funds to bolster their technical capabilities.

### **Ineligible Activities and Cost Items**

No SORNA funds can be expended for activities outside the scope and purview of adding digital fingerprint and palm print technology. SORNA funds cannot be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety.

### **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. 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.**

### **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. Obtaining a DUNS number is a simple, one-time activity. 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.**

### ***SECTION 3: APPLICATION PROCESS***

Applicants must provide a brief summary, including all of the requested information below, to demonstrate a need for new interrogation equipment. Applications submitted without all required information may be deemed ineligible and may not be considered for review.

#### **Applications must include:**

1. Cover Sheet with the following information:
  - a. Name of Subgrantee
  - b. Address
  - c. Municipality/County Served
  - d. Population Served
  - e. Congressional District
  - f. Financial Contact: Name and Telephone Number
  - g. Agency Contact: Name and Telephone Number
2. Project Summary
3. Budget Summary and Detail Worksheet
4. All required forms listed below

#### **Project Summary**

Provide a description of your agency and describe your need for new/updated interrogation equipment. Include in the summary the following information (No more than 5 pages):

- Briefly describe your service area. What are the crime statistics for your area? What are the statistics for violent and sexual crimes committed in your service area?
- What kind of technology do you currently have for fingerprints and palm prints?
- Describe your current SORNA policies. Do you have a specific way you handle intake for suspected sex offenders? Are they best practices? Which ones? If no, why not?
- How many suspected sex offenders did your agency apprehend during the 2011-2013 time period? How many of those were accepted for prosecution?
- How many law enforcement agents in your agency have training—either formal or in the field—for handling suspected sex offenders? What kind of training?
- Who will be using this new fingerprint and palm print technology? What kind of training and certifications do they possess? Will they be trained on the technology your agency intends to purchase with these funds? Who will conduct the training? Be as detailed as possible.
- What kind of technology does your agency intend to purchase with these funds? How will this new equipment enhance and bolster your technology infrastructure?
- What is the timeline for procuring equipment and installation? Be as detailed as possible.

## **Budget Summary**

Provide a detailed budget summary highlighting the cost of equipment, installation, and any warranties associated with the equipment<sup>†</sup>. This budget summary is used to explain how the costs were estimated and justifies the need for the cost. Additionally, include the budget detail worksheet that can be downloaded for the CJCC website: <http://cjcc.georgia.gov>.

## **Required Forms**

The following forms are required and can be accessed on the CJCC website: <http://cjcc.georgia.gov>.

- Grant Cover Sheet
- Disclosure of Lobbying Activities\*
- Designation of Grant Officials
- Audit Requirements
- Standard Assurances\*
- Civil Rights Contract
- Certifications\*

State and federal documents identified by the asterisk (\*) must be signed by the authorized official for you applicant agency. **For all local units of government, your authorized official will be a Mayor or County Commission Chair.** Any documents submitted that are not signed by your authorized official will make your application ineligible for funding consideration.

## **How to Apply**

Submit the completed application, including the requested information and all required attachments [here](#).

To be eligible for funding consideration, a complete application must be received by our office on or before **5pm January 31, 2014**. No mailed or e-mailed applications will be accepted.

## **Application Review**

Applications will be reviewed and assessed by the Council and its designated representatives considering the following:

1. Overall quality and completeness of the application;
2. Demonstration of need including geographic location, local demographics, local statistics, other financial resources, etc.; and
3. Adequate correlation between the cost of the project and the objective(s) to be achieved.

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<sup>†</sup> We will fund warranties only if they are a one-time expense included with the initial purchase of equipment. CJCC will not pay for extended warranties.

Only complete applications received by the deadline will be reviewed. **When an application is received by the Council, there is no commitment on the part of the Council to fund an application or to fund it at the amount requested.** All areas of the budget are subject to review and approval. Decisions related to these budget areas are based on both eligibility and reasonableness. The Council has full discretion to determine the reasonableness of budget items based on both objective and subjective decision-making tools.

Applications for funding will undergo several reviews. At any point during these reviews, a decision to not fund a project or any part thereof may be made. These decisions are within the complete discretion of the Council.

### **Funding Decisions**

All funding decisions related to the JAG program applications received in response to this solicitation are made by the Council and are based on the availability of funding. The Council will inform the applicant of funding decisions through a grant award. Applicants should not make assumptions regarding funding decisions until they have received official written notification of award or denial signed by either the Governor and/or Council Director. Applicants can appeal the initial funding decision, but must do so within fifteen (15) days of the date on the denial notice.

Once an award is made, the Council maintains discretions to determine that a sub-grantee is not compliant with applicable policies, and upon such a determination may terminate further funding and require reimbursement of grant funds to the Council.

### **Grant Acceptance**

Each subgrantee must accept or reject the grant award within 45 days of the award date. The grantee will be unable to request funds until the award document is returned to the Council's office.

### **Special Conditions**

After the award of the grant, sub-grantees should refer to the grant award for special conditions applicable to the approved budget. The Council will assign the special conditions at the time of the grant award.

# **2013 Sex Offender Registry Notification Act (SORNA) Technology Application Packet**

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

## **What an application should include:**

- Cover Sheet
- Project Summary
- Budget Summary
- Budget Detail Worksheet
- Disclosure of Lobbying Activities
- Designation of Grant Officials
- Audit Requirements
- Standard Assurances
- Civil Rights Contact
- Certifications
- Any MOUs entered