



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is pleased to announce that it is seeking applications for funding to administer activities under the FY 2015 State Justice Statistics Program for Statistical Analysis Centers (SJS-SAC) Technical Assistance Program. This program furthers the Department's mission by supporting the collection, analysis, and dissemination of statistical information on crime and criminal justice at the state and local level.

FY 2015 State Justice Statistics Program for Statistical Analysis Centers Technical Assistance Program

Eligibility

Eligible applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortia with demonstrated organizational and community-based experience working with American Indian and Alaska Native communities, including tribal for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal consortia. However, consistent with OJP fiscal requirements, for-profit organizations are not allowed to make a profit as a result of this award or to charge a management fee for the performance of this award.

The Bureau of Justice Statistics 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.

For additional eligibility information, see Section [C. Eligibility Information](#).

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on May 26, 2015.

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How to Apply](#) in section D. Application and Submission Information.

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 email to support@grants.gov. The

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

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must email the *Bureau of Justice Statistics* contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under “Experiencing Unforeseen Grants.gov Technical Issues” in the [How to Apply](#) section.

For assistance with any other requirements of this solicitation, contact Stephanie L. Burroughs, Program Manager, by telephone at 202-307-0765, or by email at askbjs@usdoj.gov. Include “2015 SJSSACTA” in the subject line.

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Contents

A. Program Description	4
Overview	4
Program-Specific Information	4
Goals, Objectives, and Deliverables	5
Deliverables	7
Evidence-Based Programs or Practices	8
B. Federal Award Information	8
Type of Award	9
Financial Management and System of Internal Controls	9
Budget Information	9
Cost Sharing or Match Requirement	9
Pre-Agreement Cost Approvals	10
Limitation on Use of Award Funds for Employee Compensation; Waiver	10
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	10
Costs Associated With Language Assistance (if applicable)	11
C. Eligibility Information	11
Cost Sharing or Match Requirement	11
Limit on Number of Application Submissions	11
D. Application and Submission Information	11
What an Application Should Include	11
How to Apply	21
E. Application Review Information	24
Selection Criteria	24
Review Process	25
F. Federal Award Administration Information	26
Federal Award Notices	26
Administrative, National Policy, and Other Legal Requirements	26
General Information About Post-Federal Award Reporting Requirements	27
G. Federal Awarding Agency Contact(s)	27
H. Other Information	28
Provide Feedback to OJP	28
Application Checklist	29

FY 2015 State Justice Statistics Program for Statistical Analysis Centers Technical Assistance Program (CFDA # 16.550)

A. Program Description

Overview

The Bureau of Justice Statistics (BJS) is publishing this notice to announce the Technical Assistance Program to support activities under the State Justice Statistics Program for Statistical Analysis Centers (SJS-SAC) in fiscal year 2015. The SJS-SAC program is designed to maintain and enhance each state's capacity to coordinate statistical activities in the state, conduct research on relevant criminal justice issues, and serve as a liaison to help BJS gather data from state agencies.

Under section 302 of the Omnibus Crime Control and Safe Streets Act, BJS is authorized to "provide for the development of justice information systems programs and assistance to the States and units of local government relating to the collection, analysis, or dissemination of justice statistics."

Program-Specific Information

Through this solicitation, BJS is seeking a national technical assistance service provider to support the goals and objectives of its SJS-SAC program. The award recipient will provide direct technical assistance and training to SACs to enhance their statistical, research, and organizational capabilities. The award recipient may either provide the technical assistance or collaborate with an outside expert with relevant experience to perform portions of the work.

To date, all states, the District of Columbia, and U.S. territories with SACs that have been established by state legislation or executive order have received funds under the SJS-SAC program. Detailed information about the history of the SJS-SAC program and its accomplishments is available at www.bjs.gov/index.cfm?ty=tp&tid=48. The SJS-SAC program has provided support to SACs in the following areas:

- collecting, analyzing, and publishing criminal justice data
- analyzing data in support of public policy, especially on the themes identified in the SJS-SAC program announcements
- providing data on program themes for compiling and producing a national report
- maintaining contact with BJS to ensure that information is developed and shared efficiently with BJS, other states, and various users
- informing BJS of the state's needs in regard to statistical data
- providing information and electronic data to the National Archive of Criminal Justice Data or other designated recipients pursuant to BJS's request
- establishing and maintaining contacts with state criminal justice agencies, the courts, victims' organizations, and local governments and their criminal justice agencies

- helping criminal justice agencies define their needs for specific statistical and other information for planning, implementing, and evaluating criminal justice programs.

In FY 2014, the SJS-SAC program was refocused to target core capacity-building projects, including (a) carrying out research using incident-based crime data that are compatible with the National Incident-Based Reporting System (NIBRS), (b) measuring criminal justice system performance, and (c) initiating projects that demonstrably increase access to important statistical data in the state. SACs were also able to support special emphasis projects of particular interest to BJS, such as (a) using administrative criminal justice data for research, (b) conducting targeted analyses of the state's criminal history records, or (c) carrying out a statewide crime victimization survey.

Goals, Objectives, and Deliverables

The recipient of funds selected through this solicitation will deliver technical assistance and training to SACs to enhance their statistical, research, and organizational capabilities; provide technical expertise on types of software or hardware to use for various projects; and help SACs write proposals and reports. The recipient of funds must have extensive knowledge of research methodology and statistical analysis techniques and must be familiar with the factors, issues, and processes involved in crime and the criminal justice system, particularly at the state and local levels. Specifically, the recipient of funds should have demonstrated knowledge and experience in the following areas:

- assisting organizations with building statistical capacity and improving the quality of deliverables produced
- providing technical and editorial assistance to SACs
- developing and maintaining a Mutual Assistance Program for SACs
- maintaining a database of organizational activities, research projects, and publications
- organizing and operating Institutional Review Boards (IRBs)/protection of human subjects
- publishing materials and disseminating information
- designing and providing skill-building professional seminars/conferences
- providing orientation for new SAC directors.

Enhance the Capacity of SACs

SACs are encouraged to participate in the SJS-SAC program in an effort to collect, analyze, and report statistics on crime and justice through programs and policies that affect all levels of government. Many SACs could benefit from greater input and feedback when developing projects for which they will request SJS funding and preparing quality applications for funding. The recipient of funds will review the SACs' past and current requests for assistance in developing and implementing a plan to build their capacity in the areas that need improvement. BJS may also identify specific areas where SACs may require assistance. The recipient of funds will reach out to SACs that did not submit an application for the SJS-SAC program or did not receive funding in a prior year to determine the reasons, and to help them develop a plan for submitting an application for the current year's program. The recipient of funds will also reach out to states that do not have an active SAC to assess barriers that may prevent them from participating in the SJS-SAC program, and work with those states to determine whether there is another suitable agency that could serve as the SAC.

Technical Assistance

SACs may seek support or require technical assistance over the course of an SJS-funded project. The recipient of funds will survey the SACs to determine the kinds of technical assistance needed (e.g., assistance with research or data collection methods, the use of interagency agreements, or assessing and improving data quality) to ensure the production of high-quality projects and products, and determine the best modes for delivering assistance. In addition, the recipient of funds will convene conference calls of SACs working on similar themes to share information and identify common technical assistance needs.

Editorial Review and Assistance

At the end of a project period, SACs that received SJS-SAC program funds are required to submit project deliverables to BJS, such as final reports, evaluations, and website enhancements. The recipient of funds will develop a training and technical assistance process to address weaknesses and areas needing improvement for deliverables submitted, and provide editorial assistance to SACs as needed. The recipient of funds will also develop and actively promote a peer review process that will allow SACs to obtain feedback on draft publications from other SACs and subject-matter experts.

Provide a Mutual Assistance Program

SAC-to-SAC, or mutual assistance, is provided when a SAC has experience or knowledge useful to another SAC. Examples of this include assistance with information system development, data collection, and corrections population forecasting. A Mutual Assistance Program provides travel funds for an expert, often a SAC director, to conduct an onsite visit with the requesting SAC to provide the assistance needed. Onsite assistance can be provided in either the requestor's or provider's state, or in another location agreed upon by both parties. The recipient of funds must be able to communicate effectively, maintain a sound working relationship with the SACs, and encourage communication between SACs. In addition, the recipient of funds must have a demonstrated track record of providing effective assistance, guidance, and expertise in the areas of research and crime statistics.

Operate an Information Database

The recipient of funds will develop and maintain a database of SAC activities, research, and publications, including summaries of SJS-SAC applications by state and by theme. SACs will be required to periodically update the information contained in the database, and to provide BJS and the service provider with summaries of BJS-funded projects and products.

Provide Assistance on IRBs/Protection of Human Subjects

The federal government requires any grantee conducting research involving human subjects to have its project reviewed and approved by an IRB. The recipient of funds must serve as a resource for the SACs on information about federal regulations regarding human subjects, and must also serve as a liaison between BJS and the SACs to resolve issues regarding human subjects. In addition, the recipient of funds must help the SACs create their own IRBs and maintain a file of SAC IRB policies as a resource for other SACs and BJS.

Publish Materials and Disseminate Information

The recipient of funds will develop and publish a quarterly newsletter to highlight research, evaluation, and statistical studies and reports of relevance to SACs, BJS, and other national organizations and federal agencies. A SAC listserv should be maintained for disseminating information to SACs and allowing communication between SACs. In addition, the recipient of

funds will disseminate national and federal newsletters, bulletins, and briefs to the SACs to help keep them informed of pertinent justice issues.

Convene Skill-Building Professional Seminars

Because of travel restrictions in many states, webinars and online training courses are used in office settings, and skill-building professional seminars are presented at conferences. These tools are available to the SACs for training on topics such as statistical analysis, crime analysis, evaluation methods, crime mapping, and prison population forecasting. Suggestions for topics are solicited from SACs, criminal justice researchers, policy analysts, and practitioners. SAC directors, BJS staff, and outside experts serve as instructors for these webinars and at conferences. The recipient of funds must be experienced in planning seminars, contacting presenters, developing agendas, handling site logistics, and conducting follow-up activities.

Provide for New SAC Director Orientation

New SAC directors will be contacted by the BJS program manager assigned to their state. Information on BJS resources, including the Grants Management System (GMS), will be provided to the new SAC directors. The recipient of funds must have a system in place that provides an orientation for new SAC directors. The recipient of funds also should provide the SAC director with information and tools to help conduct research, analyze data, and produce publications. The recipient of funds must create or have an established web-based clearinghouse where new SAC directors can view activities, programs, and publications provided by other SACs. New SAC directors will be encouraged to provide information on their activities and update it on an ongoing basis.

Deliverables

Technical assistance and training provided under this program may include—

- direct onsite visits
- telephone and web services
- webinars and online training tools
- data collection and publication of criminal justice-related surveys and materials
- other activities proposed to meet the goals and objectives of this solicitation.

Direct onsite visits. The successful applicant will have the ability to provide technical assistance to states and territories to improve their use of research and statistical data in policy decisions, including planning for and evaluating the impact of federal funding for criminal justice issues. The successful applicant will also facilitate the exchange of criminal justice information among SACs for research purposes within the state and between states.

Telephone and web services. The successful applicant will have the capacity and resources to provide in-house technical assistance via phone and the Internet for responding to information requests about issues related to the collection and analysis of data on justice issues that are relevant to the states and the nation.

Webinars and online training tools. The successful applicant will have the ability to develop, organize, and implement web-based trainings to be used in an office setting. Course offerings proposed should include subjects such as automated systems planning, crime analysis, evaluation research methods, statistics methods, prison and jail population forecasting, crime mapping and analysis, and the integration of criminal justice information systems.

Data collection and publication of criminal justice-related surveys and materials. The successful applicant will collaborate with BJS to share research, definitions, data collection methods, survey materials and techniques, and data analysis procedures among the states—and between the states and the federal government—to improve the availability, quality, and comparability of the data and to reduce the burden on these entities for collecting and disseminating this information.

Other activities. Applicants may propose other activities or projects for achieving the goals, objectives, and deliverables outlined in this solicitation, and that will assist BJS in its efforts to enhance the capabilities of state SACs.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to—

- improving the quantity and quality of the evidence OJP generates
- integrating evidence into program, practice, and policy decisions within OJP and the field
- improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

B. Federal Award Information

BJS estimates that it will make up to one award of up to \$500,000 for a 1-year project period, beginning as early as October 1, 2015 and no later than January 1, 2016. Subsequent to the initial 12 months, an annual award amount to be determined, subject to the availability of funds and satisfactory performance of the grantee, will be renewable annually for a period of 3 years.

BJS may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

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 Award¹

BJS expects that it will make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if BJS expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See [Administrative, National Policy, and Other Legal Requirements](#), under Section [F. Federal Award Administration Information](#), for details regarding the federal involvement anticipated under an award from this solicitation.

Financial Management and System of Internal Controls

If selected for funding, the award recipient must—

(a) establish and maintain effective internal control over the federal award that provides reasonable assurance that the nonfederal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) comply with federal statutes, regulations, and the terms and conditions of the federal awards.

(c) evaluate and monitor the nonfederal entity's compliance with statutes, regulations, and the terms and conditions of federal awards.

(d) take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the nonfederal entity considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

Cost Sharing or 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.

¹ See *generally* 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

Pre-Agreement Cost Approvals

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more information.

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.² The 2015 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with nonfederal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The director of the Bureau of Justice Statistics 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.

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.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on conference approval, planning, and reporting available at <http://www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm>. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

² This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 CFR Part 200.

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 under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

For additional eligibility information, see Title page.

Cost Sharing or Match Requirement

For additional information on cost sharing and match requirement, see Section [B. Federal Award Information](#).

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, BJS will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

D. Application and Submission Information

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 BJS has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, and resumes/curriculum vitae of key personnel. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the "Note on File Names and File Types" under [How to Apply](#) to be sure applications are submitted in permitted formats.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "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 OJP's Grants Management System (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).

Intergovernmental Review: This funding opportunity is subject to [Executive Order 12372](#). Applicants may find the names and addresses of their state's Single Point of Contact (SPOC) at the following website: www.whitehouse.gov/omb/grants_spoc/. Applicants whose state appears on the SPOC list must contact their state's SPOC to find out about, and comply with, the state's process under Executive Order 12372. In completing the SF-424, applicants whose state appears on the SPOC list are to make the appropriate selection in response to question 19 once the applicant has complied with their state's E.O. 12372 process. (Applicants whose state does not appear on the SPOC list are to make the appropriate selection in response to question 19 to indicate that the "Program is subject to E.O. 12372 but has not been selected by the State for review.")

2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. 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 a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

Permission to Share Project Abstract With the Public: It is unlikely that BJS will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. Program Narrative

The Statement of the Problem as described in the Program Narrative should detail the applicant's plan for delivering all of the activities described in the Goals and Objectives and the Deliverables sections of the solicitation (pages 5–7). The narrative should also effectively address the selection criteria (page 23). The narrative should provide a proposed

timeline and budget for all project activities. The narrative should clearly demonstrate the applicant’s knowledge and experience administering technical assistance to state and tribal entities and its capabilities for handling a national conference, and for collecting criminal justice data. The page limit for the program narrative is 30 pages (single-spaced, using a standard 12-point font with 1-inch margins). If the program narrative fails to comply with these length-related restrictions, BJS may consider such noncompliance in peer review and in final award decisions.

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

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for This Solicitation’s Performance Measures (Submission of performance measures data is not required for the application.)

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:

Objectives	Performance Measures	Data to be Provided by Grantees
Enhance the capabilities of the states to collect, analyze, and interpret data on justice issues relevant to the states and the nation through training and technical assistance.	Percentage of training and technical assistance requests completed.	<p>Number of on-site technical assistance requests received by type during the reporting period.</p> <p>Number of on-site technical assistance requests completed by type during the reporting period.</p> <p>Number of on-site training request received by type during the reporting period.</p> <p>Number of on-site training requests completed by type during the reporting period.</p> <p>Number of in-house technical assistance requests received by type during the reporting period.</p>

		<p>Number of in-house technical assistance requests completed by type during the reporting period.</p> <p>Number of in-house training request received by type during the reporting period.</p> <p>Number of in-house training requests by type during the reporting period.</p>
	Number of technical assistance contacts received.	<p>Number of technical assistance contacts by telephone received during the reporting period.</p> <p>Number of technical assistance contact by web services received during the reporting period.</p>
	Number of agencies/organizations requesting technical assistance.	Number of agencies/organizations requesting technical assistance during the reporting period.
	Number of program/conference materials developed.	Number of program/conference materials developed for SACs during the reporting period.
	Number of education/training modules developed.	Number of education/training modules developed for SACs during the reporting period.
	Number of participants who attend the training.	Number of people attending training conferences/workshops during the reporting period.
	Percent of participants trained who reported an increase in knowledge, skills, and/or abilities.	<p>Number of participants exhibiting increased knowledge of program, as determined by pre- and post-testing.</p> <p>Number of participants that completed the training during the reporting period.</p>
Develop and deliver training to SACs to enhance their statistical, research, and organizational capabilities.	Number of presentations conducted.	Number of presentations conducted based on topics submitted by SACs during the reporting period.
	Number of program/conference materials developed.	Number of program/conference materials developed for the skill-building professional seminars during the reporting period.

	Number of education/training modules developed.	Number of education/training modules developed for the skill-building professional seminars during the reporting period.
	Number of participants who attend the training.	Number of participants attending seminars during the reporting period.
	Percent of participants trained who reported an increase in knowledge, skills, and/or abilities.	Number of participants exhibiting increased knowledge of program, as determined by pre- and post-testing. Number of participants that completed the training during the reporting period.
Provide a mechanism that supports the collection and sharing of vital justice system data among the states and the federal government.	Develop data collection tools.	Develop an information database of SAC activities, research, publications. Develop a web-based clearinghouse where new SAC Directors can view activities, programs and publications provided by other SACs.
	Percent of records/data in the database that are complete and accurate.	Number of records/data in the database (by database) that are complete and accurate. Number of records/data in the database (by database).
	Number of deliverables completed on time. Number of deliverables that meet expectations.	Develop and publish a quarterly newsletter to highlight research, evaluation, and statistical studies and reports of relevance to SACs, BJS, and other national organizations and federal agencies. Maintain a SAC listserv. Number of reports produced presenting findings of collaborative projects.
	Number of materials disseminated.	Number of national and federal newsletters, bulletins, and briefs disseminated to SACs during the reporting period. Number of projects made available to other states via the Web or by presentations at conferences or workshops.

	Number of scheduled data collection series and special analyses to be conducted.	Number of multistate projects initiated and completed by SACs. Number of SACs participating in the publication peer review process.
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BJS does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJS 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.

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 Funding Resource Center](http://www.ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm) web page (www.ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that web page.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.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 Financial Guide at www.ojp.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.

c. Noncompetitive Procurement Contracts in Excess of the Simplified Acquisition Threshold

If an applicant proposes to make one or more noncompetitive procurements of products or services, where the noncompetitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

d. Pre-Agreement Cost Approvals

For information on pre-agreement costs, see Section [B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a current 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. For the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

6. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a

tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants unable to submit an application that includes a fully executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, BJS will make use of and access to funds contingent on receipt of the fully executed legal documentation.

7. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- The date the applicant was designated high risk
- The high risk point-of-contact name, phone number, and email address, from that federal agency
- Reasons for the high-risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high-risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

8. Additional Attachments

a. Key Staff Information

This should include a staff loading chart, by task, showing the role and number of hours committed for proposed staff; identification of proposed key personnel and their qualifications for the significant functions in this project, along with concise descriptions of the duties each will perform under the cooperative agreement; and an identification by name of all key personnel with decision making authority. Resumes for each staff person identified in the application should be included in this attachment.

b. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) 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 subaward 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 past 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/Email 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 on SF-424] does not have pending applications submitted within the past 12 months for federally funded grants or subgrants (including cooperative agreements) 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 Budget Detail Worksheet in the application under this solicitation.”).

c. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal’s other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant’s other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

- i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:
 - a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and subrecipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by BJS grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of its staff, consultants, and/or subrecipients responsible for the research and evaluation or on the part of the applicant organization.

OR

- b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or subrecipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.
- ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
 - a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants MUST also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

9. Financial Management and System of Internal Controls Questionnaire

In accordance with [2 CFR 200.205](#), federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

10. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

How to Apply

Applicants must register in, and submit applications 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.

BJA strongly 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 updates will be automatically notified.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&#amp;” format.		

Grants.gov is designed to forward successfully submitted applications 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.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

- 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 applications 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 is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. **The information transfer from SAM to Grants.gov can take up to 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

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 <http://www.grants.gov/web/grants/register.html>.
- 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 number for this solicitation is 16.550, titled "FY 2015 State Justice Statistics Program for Statistical Analysis Centers Technical Assistance Program," and the funding opportunity number is BJS-2015-4223.
- 6. Submit a valid 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 two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 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.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, BJS will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How to Apply](#).

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 contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) to report the technical issue and receive a tracking number. Then applicant must email the BJS contact identified in the Contact

Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The email 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: BJS 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 OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website
- Failure to follow each instruction in the OJP solicitation
- 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.gov/funding/Explore/CurrentFundingOpportunities.htm.

E. Application Review Information

Selection Criteria

1. Statement of the Problem (25%)

- Content of the proposal and how it addresses the tasks in the scope of work, goals, objectives, and deliverables required, (pages 5–7) and scheduled timeline. Demonstrated knowledge and understanding of structure, activities, and capabilities of SACs.

2. Project Design and Implementation (25%)

- Technical feasibility of the proposed project design and reasonableness of the proposal given the scope of work and tasks to be completed, goals and objectives of the program as outlined in the solicitation, and the required deliverables, and other products proposed.

3. Capabilities and Competencies (35%)

- Demonstrated ability and breadth of experience of the organization and its staff in providing technical assistance to agencies and institutions responsible for producing and disseminating research and statistics at the state level.
- Reasonableness of staffing assignments to the proposed project activities.

4. Plan for Collecting the Data Required for This Solicitation's Performance Measures (5%)

- Identify how the approach and methods in this project will achieve the performance goals and objectives described in the solicitation.

5. Budget: complete, cost effective, and allowable (e.g., reasonable, allowable, and necessary for proposed 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.³ (10%)

- Demonstrated fiscal, management, staff, and organizational capacity to provide sound management for this project.
- Applicant should include detailed staff resources and other costs by project tasks.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. BJS 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. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant
- Applications must request funding within programmatic funding constraints (if applicable)
- Applications must be responsive to the scope of the solicitation
- Applications must include all items designated as “critical elements”
- Applicants will be checked against the General Services Administration’s Excluded Parties List

For a list of critical elements, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

BJS may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. 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, although their views are considered carefully. 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 under prior BJS and OJP awards, and available funding.

³ 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.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on nonfederal entities
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations

All final award decisions will be made by the Director of the Bureau of Justice Statistics, who may consider factors including, but not limited to, peer review rating, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

F. Federal Award Administration Information

Federal Award Notices

OJP award notification will be sent from GMS. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves the physical signature on the award document by the authorized representative and the scanning of the fully executed award document to OJP.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ, or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements for which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements⁴ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via the [Mandatory Award Terms and Conditions](#) page of the [Funding Resource Center](#).

As stated above, BJS anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with BJS.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

General Information About Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semiannual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative, or administrative obligations of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For additional Federal Awarding Agency Contact(s), see the Title page.

For additional contact information for Grants.gov, see the Title page.

⁴ See generally 2 CFR 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

H. Other Information

Provide Feedback to OJP

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. Provide feedback 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

FY 2015 State Justice Statistics Program for Statistical Analysis Centers Technical Assistance Program

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS Number (see page 22)
- Acquire or renew registration with SAM (see page 22)

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see page 23)
- Acquire AOR confirmation from the E-Biz POC (see page 23)

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov (see page 23)
- Download Funding Opportunity and Application Package (see page 23)
- Sign up for Grants.gov email [notifications](#) (optional) (see page 21)
- Read [Important Notice: Applying for Grants in Grants.gov](#)

After application submission, receive Grants.gov email notifications that:

- (1) application has been received,
- (2) application has either been successfully validated or rejected with errors (see page 23)

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

- contact BJS regarding experiencing technical difficulties (see page 23)

General Requirements:

- Review the [Solicitation Requirements](#) 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 for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortia with demonstrated organizational and community-based experience working with American Indian and Alaska Native communities, including tribal for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal consortia. However, consistent with OJP fiscal requirements, for-profit organizations are not allowed to make a profit as a result of this award or to charge a management fee for the performance of this award.

What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 11)
- Project Abstract (see page 12)
- Program Narrative (see page 12)
- Budget Detail Worksheet (see page 16)

- _____ Budget Narrative (see page 17)
- _____ Employee Compensation Waiver request and justification (if applicable) (see page 10)
- _____ Read OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm (see page 10)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 21)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 17)
- _____ Tribal Authorizing Resolution (if applicable) (see page 17)
- _____ Applicant Disclosure of High Risk Status (see page 18)
- _____ Additional Attachments
 - _____ Key Staff Information (see page 18)
 - _____ Applicant Disclosure of Pending Applications (see page 18)
 - _____ Research and Evaluation Independence and Integrity (see page 19)
- _____ Financial Management and System of Internal Controls Questionnaire (if applicable) (see page 21)