

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is seeking applications to administer the 2019 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). As the primary source for criminal justice statistics in the United States, BJS is responsible for the collection, analysis, publication, and dissemination of statistical information on the operations of criminal justice systems at all levels of government. The CPFFCL furthers the Department's mission by providing insight into the nation's forensic crime laboratories to identify resources, needs, trends, and challenges.

2019 Census of Publicly Funded Forensic Crime Laboratories

Applications Due: July 2, 2018

Eligibility

Eligible applicants are national, regional, state, or local public and private entities, including for-profit (commercial) and nonprofit organizations (including tribal nonprofit and for-profit organizations), faith-based and community organizations, institutions of higher education (including tribal institutions of higher education), federally recognized Indian tribal governments as determined by the Secretary of the Interior, and units of local government that support initiatives to improve the functioning of the criminal justice system.

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

BJS welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees).¹ The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project. Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application.

BJS may elect to fund applications submitted under this FY 2018 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

¹ For additional information on subawards, see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

Deadline

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on July 2, 2018.

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

OJP encourages all applicants 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, 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the BJS contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under "Experiencing Unforeseen Grants.gov Technical Issues" in the [How To Apply](#) section.

For assistance with any other requirements of this solicitation, contact Connor Brooks, Statistician, by telephone at 202-307-0765, or by email at askbjs@usdoj.gov. Include "CPFFCL2019" in the subject line.

Grants.gov number assigned to this solicitation: BJS-2018-14146

Release date: May 18, 2018

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2019 Census of Publicly Funded Forensic Crime Laboratories (CFDA # 16.734)

A. Program Description

Overview

The Bureau of Justice Statistics (BJS) seeks applications for the administration of the 2019 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). Consistent with the Attorney General's stated commitment to increasing the reliability of forensic analysis and the capacity of forensic service providers as components of reducing violent crime and promoting public safety, the CPFFCL collects data on workload, operations, budgets, staffing levels, types of analyses performed (including violent crime and drug analyses), backlogs, and accreditations and certifications of federal, state, county, and municipal crime laboratories.

The key activities under this award include updating the national census roster of publicly funded crime laboratories, revising the data collection instrument, collecting and verifying the data submitted by laboratories, and delivering to BJS a final data file. BJS will provide to the recipient of funds a draft of the questionnaire and a preliminary census roster of approximately 500 laboratories at the beginning of the project. BJS anticipates making one award for a 36-month period under this solicitation, with an award start date on or near October 1, 2018.

Statutory Authority: Under section 302 of the Omnibus Crime Control and Safe Streets Act, BJS is authorized to "make grants to, or enter into cooperative agreements or contracts with public agencies, institutions of higher education, private organizations, or private individuals" for purposes of collecting and analyzing statistics relating to the operation the federal, state, and local criminal justice systems. BJS is authorized to issue this solicitation under 34 U.S.C. § 10132.

Project-Specific Information

Since 2002, BJS has conducted two recurring surveys that have informed forensic science: The [Census of Medical Examiners and Coroners' Offices](#) (CMEC) (OMB # 1121-0296), first conducted for 2004, and the [CPFFCL](#) (OMB # 11210-0269), first conducted for 2002. Prior to the CPFFCL, BJS conducted the National Survey of DNA Laboratories in 1998 and 2001. In an effort to address the need for statistics about other forensic science disciplines, BJS expanded the data collection to include all publicly funded crime laboratories. The first CPFFCL was fielded in 2003 and collected data on staffing levels, budgets, workloads, backlogs, and quality assurance practices. BJS conducted follow-up censuses in 2005, 2009, and 2014 to examine changes. The CPFFCL is a statistical series that provides a comprehensive understanding of the services provided by crime laboratories and the resources committed to completing their work. It provides national-level statistics on publicly operated forensic crime laboratories, including policies, practices, services, and resources, and has been instrumental in identifying resource needs and informing federal and state legislation. In 2014, the CPFFCL included about 400 publicly funded forensic crime laboratories and an additional 60 federal and state publicly funded laboratories that solely analyze digital evidence.

The CPFFCL is directed to forensic crime laboratories that are solely funded by governments at all levels, analyze forensic evidence collected in criminal matters, and provide court testimony regarding the evidence.

The most recent study in 2014 found—

- publicly funded crime laboratories received an estimated 3.8 million forensic requests and completed 3.6 million
- publicly funded crime laboratories employed 14,300 full-time personnel, up from 13,100 in 2009
- the combined budget for publicly funded crime laboratories was \$1.7 billion
- 88% of laboratories were accredited, up from 83% in 2009
- laboratories had an estimated backlog of 570,100 requests, a decline from 895,500 at year-end 2009
- laboratories provided an average of five different forensic functions, the most commonly performed function being analyses of controlled substances.

BJS encourages applicants to review the previous iterations of the CPFFCL and other BJS projects related to forensic science. The statistical reports and select questionnaires are available at <https://www.bjs.gov/>:

- *Survey of DNA Crime Laboratories, 1998*, NCJ 179104, February 2000
- *Survey of DNA Crime Laboratories, 2001*, NCJ 191191, January 2002
- *50 Largest Crime Labs, 2002*, NCJ 205988, September 2004
- *Census of Publicly Funded Forensic Crime Laboratories, 2002*, NCJ 207205, February 2005
- *Medical Examiners and Coroners' Offices, 2004*, NCJ 216756, June 2007
- *Census of Publicly Funded Forensic Crime Laboratories, 2005*, NCJ 222181, July 2008
- *Census of Publicly Funded Forensic Crime Laboratories, 2009*, NCJ 238252, August 2012
- *Publicly Funded Forensic Crime Laboratories: Resources and Services, 2014*, NCJ 250151, November 2016
- *Publicly Funded Forensic Crime Laboratories: Quality Assurance Practices, 2014*, NCJ 250152, November 2016.

Goals, Objectives, and Deliverables

The 2019 CPFFCL aims to provide a comprehensive understanding of publicly funded forensic crime laboratories in the United States. This includes, but is not limited to—

- administrative characteristics of crime laboratories (e.g., staffing, training, population served, resources, and caseload)
- policies related to data, records, and evidence retention
- levels and methods of interaction with law enforcement agencies covering shared jurisdictions
- changes in demands on crime laboratories and other emerging trends in the field.

To make the results nationally representative, BJS expects the data collection to obtain complete and accurate information from every publicly funded crime lab in the United States.

Historically, the CPFFCL has been administered to all publicly funded forensic crime laboratories, defined as a laboratory—

1. either solely funded by government or whose parent organization is a government agency
2. that employs one or more full-time scientists who possess a minimum of a bachelor's degree in a natural science (e.g., chemistry, physics, or biology), analyzes physical evidence in criminal matters, and provides reports and testimony to courts on such evidence.

The 2014 CPFFCL expanded this definition to include about 60 federal and state laboratories who that handle only digital or multimedia forensic evidence. These laboratories employ forensic experts with training in computer science or information technology. For the 2019 CPFFCL, these laboratories will also be included. In developing the universe frame, the recipient of funds will work with BJS to assess whether and how digital laboratories and laboratories specializing in other disciplines can be included.

The applicant should briefly describe how it would accomplish each deliverable in the time frame specified and estimate the costs associated with each. This should include (1) specific strategies or innovative approaches that would be conducted to meet each outcome, (2) demonstration of capabilities and expertise that will enable them to meet each outcome, and (3) cost estimates for performing the work.

The application should describe the applicant's knowledge of the challenges and complexities associated with (1) developing and testing the survey instrumentation, (2) developing a comprehensive census frame of publicly funded crime laboratories, (3) achieving adequate response rates to minimize bias in the national estimates and the proposed approaches to collecting data, and (4) supporting the dissemination of the findings.

Key target dates for the 36-month award of the 2019 CPFFCL—

- active award date: (October 1, 2018-September 30, 2021)
- reference year of collection: 2019 (January 1, 2019-December 31, 2019)
- award begins: October 2018
- kickoff: within three weeks after final approval of award
- instrument revision, universe frame updates, and clearance process: January 2019-February 2020
- data collection: March 2020-August 2020
- final data delivered to BJS: December 2020
- preparation of draft report material and final archive version of data: January, 2021-September, 2021.

CPFFCL Objectives and Deliverables

1. **Project Management.** Develop and maintain a project schedule with specific tasks, timetables, and discrete project phases.
 - 1.1. Within the first month of the project, the recipient of funds will attend a kickoff meeting with BJS (in person or by phone) to discuss proposed tasks, deliverables, and timeline. The recipient of funds will then develop and propose for BJS approval a detailed timetable outlining the dates for completing each task, deliverable, and status report,

as well as the dates for scheduled meetings. The plan should be designed to complete the data collection and tasks within the 36-month project period.

1.2. Maintain regular communication with BJS through regular meetings and status reports.

1.2.1. Throughout the project, the recipient of funds will provide monthly progress reports to the BJS project manager that detail project status, expenditures, response rates, collection issues, and other important items. BJS will provide a project progress report template. (See [General Information about Post-Federal Reporting Requirements](#).)

1.2.2. During data collection, conduct biweekly update calls with BJS to discuss project tasks, deliverables, response rates, and costs. The recipient of funds will provide written agendas and minutes for these meetings.

Required deliverables: (1) a written timeline for the entire project (all tasks) with the design and project tasks fully specified, (2) progress reports due 15 business days after the end of each month or at a time determined mutually between BJS and the applicant, and (3) meeting agendas and minutes for biweekly calls.

2. **Instrumentation.** Develop a questionnaire, with hardcopy and web-based options, for the 2019 CPFFCL.

2.1. Using an expert review panel, assess and revise the 2014 questionnaire to develop the 2019 questionnaire.

The recipient of funds will review the 2014 questionnaire and responses to assess what worked well and what areas could use improvement. This includes any item nonresponse or low participation rates. The final report for this collection is available on the [BJS website](#). Combining the assessment and input from subject matter experts (discussed below), the recipient will develop the 2019 CPFFCL questionnaire.

The recipient will convene one or more panels of subject matter experts to review the questionnaire and proposed changes. These experts should be drawn from federal, state, and local laboratories and represent a diverse set of specialties and disciplines (e.g., toxicology, trace forensics, digital forensics). Practitioners and subject matter experts will review the validity of the instrument's questions and provide guidance on technical terminology to articulate the information being sought. The review should include, but is not limited to, emerging trends or issues not reflected in the previous instrument and should consider variation in forensic crime laboratories at federal, state, and local levels. The questionnaire will cover at least the following items:

- types of forensic functions performed
- annual operating budget
- total number of employees
- number of forensic requests received and completed during the year
- backlog at the start and end of the year
- types of proficiency tests performed
- types of professional accreditations and staff certifications
- extent of standardization in data collection and coding

- use of or contributions to other databases
- policies regarding acceptance or referral of cases, with specific reference to toxicology.

In addition to revising the questionnaire for topics and emerging issues, the recipient will also work with the subject matter experts and BJS to assess whether this instrument includes topics appropriate for the type of work being conducted at federal-, state-, and local-level laboratories and those that may specialize in only one discipline. In reviewing the questionnaire and universe frame, the recipient, BJS, and subject matter experts will consider how to tailor the questionnaire to encourage these different forms of laboratories to participate. Additional development work may consider how certain types of forensic analyses have moved out of the traditional laboratory setting and into the daily operations of law enforcement agencies.

Required deliverables: (4) report (with recommendations) assessing the 2014 CPFFCL instrument, (5) list of subject matter experts to participate in the review, (6) expert panel meeting or solicitation of information from panel, (7) minutes from expert panel meeting (or report from panel's feedback), and (8) draft instrument based on expert panel feedback and assessment of 2014 CPFFCL.

2.2. Creation of a primarily web-based survey instrument with mail, email, and telephone options.

2.2.1. The recipient of funds will develop a secure web portal through which respondents may complete the 2019 CPFFCL form. At a minimum, this web tool should—

- have a user-friendly interface that minimizes respondent burden, provides simple modes of data submission, has a less than 2-second response time, and supports the expected load of concurrent users
- work with Internet Explorer, Firefox, Safari, and Chrome browsers.
- provide respondents with clear instructions
- allow respondents to download a printable copy of the form
- allow respondents to easily save their progress and return to where they left off in subsequent visits
- support roles for administrators, staff, testers (including the award recipient and BJS staff), and respondents
- provide respondents with a summary of their answers for verification before final submission
- provide a final summary of answers for respondents' records
- easily export all data elements in Excel and CSV formats
- ensure privacy of submitted questionnaires. Per the Data Management Plan discussed on page 18, the web instrument should provide respondents with a means for a secure and private sign-on
- enhance item response rate and internal validity of answers (for example, items with skip patterns should enforce them in the web form).

- 2.2.2. The recipient of funds will provide user-testing documentation of the web portal prior to the administration of the instrument and allow BJS to fully test and provide feedback of the web survey prior to launch.

Required deliverables: (9) webpage and fully programmed online version of the 2019 CPFFCL, (10) testing documentation of online instrument, and (11) printable version(s) of the 2019 CPFFCL.

- 2.3. Develop and implement a cognitive testing plan.

The recipient of funds will conduct at least two rounds of cognitive interviews of the questionnaire to ensure that respondents interpret the questions as intended and can answer them fully. The recipient of funds will work with BJS to obtain the generic clearance requirements for this testing (see “4. OMB Clearance” below for discussion of clearance requirements). The testing sites should represent laboratories of different sizes, types, and government affiliations. The recipient of funds will conduct cognitive interviews with the revised instrument to assess how it performs, the clarity of questions, the ease with which respondents fill the form, and other design considerations. If, after reviewing the current instrument, evidence suggests that different versions of the census form are necessary for the various types of laboratories, the recipient of funds will conduct cognitive testing of each of these forms.

Required deliverables: (12) cognitive interview protocols, and (13) assessment of results from cognitive interviews.

3. **Universe/Frame Development.** Update the 2014 CPFFCL for use in the 2019 census.

The 2014 CPFFCL frame will be available to the recipient. Similar to the work done in revising the questionnaire, the recipient of funds will work to determine whether the directory includes all of the laboratories eligible for this study at the federal, state, and local levels, including publicly funded laboratories that may cover only tribal jurisdictions. The recipient of funds will use other methods (e.g., professional associations, accreditation boards, public databases) to determine if all eligible agencies are accounted for and if agencies not included are still eligible. As discussed above, this work may include assessing how to incorporate digital forensics crime laboratories into the frame. The recipient will also identify appropriate laboratory staff who may serve as respondents and to confirm current contact information.

Required deliverables: (14) complete CPFFCL universe list with up-to-date contact information and primary points of contact (POCs).

4. **OMB Clearance.** In collaboration with BJS, prepare the Office of Management and Budget (OMB) clearance package materials as needed for approval to conduct the 2019 CPFFCL.²

The recipient of funds will work with BJS to prepare materials for OMB clearance as needed. These materials will cover both the cognitive testing under a generic clearance process and data collection phases under a full clearance process. These materials may include but are

²Pursuant to the requirements of the Paperwork Reduction Act of 1995 - 44 U.S.C. chapter 35; see 5 C.F.R. Part 1320.

not limited to 30- and 60-day notices, form 83i, supporting statements, justification memoranda, and copies of all survey documents, including questionnaires, instructions, follow-up documents, telephone scripts, and—if needed—a plan for a nonresponse bias study. BJS will provide sample documents as needed. Applicants should plan on a period of 7 months to obtain clearance, including BJS internal review, for the 2019 CPFFCL data collections.

Required deliverables: (15) materials for OMB clearance.

5. Administration and Data Collection Procedure. Effectively administer the 2019 CPFFCL.

5.1. Develop an administration plan for the CPFFCL.

The recipient of funds should provide a detailed plan on the survey protocols, including contact and follow-up procedures, quality control procedures, administration techniques to achieve a 95% participation rate and a 100% item-response rate within a 7-month data collection period, using multiple survey administration modes, and data processing procedures. The recipient of funds will develop the proposed data edits, data conversion, nonresponse adjustment procedures, and data documentation for review by BJS. Data edits and processing should be documented thoroughly for verification.

5.2. Carry out an effective outreach and communication program.

The recipient of funds will carry out an outreach and communications program to maximize response rates. Applicants should include this plan for effective and efficient outreach and communication in their applications. This may include reaching out to stakeholders in the practitioner community; using practitioners to assist with the understanding of local systems' communicating with local entities prior to dispersing the instrument to determine the best contacts; and plans for pre-notification, ongoing communication, and final reporting to the respondents.

5.3. Conduct data collection procedures to ensure high quality data.

The recipient of funds will verify the consistency, accuracy, and item response rates of completed surveys and should conduct verification throughout the process to minimize nonresponse bias.

The recipient of funds will—

- present a plan to BJS describing nonresponse bias and data quality procedures
- develop a process to provide BJS with ongoing, real-time status of the survey administration's progress
- provide reports on the status of the collection, including the overall response rate, response rates for selected subsets (such as strata in the sample design), an assessment of nonresponse bias, and additional information to be determined with the BJS project manager.

The CPFFCL has a target response rate of 95%. BJS expects the recipient of funds to minimize bias in unit- and item-response rates, subject to cost and timeliness

constraints. The applicant's proposal should describe the methods it will use (e.g., adaptive survey design) to maximize response rates.

Applicants should provide a description of the approach(es) they will take to identify and minimize bias, including a discussion of nonresponse bias analysis plans if unit nonresponse rates fall below 80% and imputation procedures for missing items. The recipient of funds will provide preliminary raw data files at 50% and 80% response rates to assess instrument performance and item response rates.

Required deliverables: (16) census administration plan; (17) written documentation of data processing procedures and data cleaning; (18) unit- and item-nonresponse follow-up procedures; (19) data quality tracking and follow-up procedures; (20) plans for outreach to stakeholder and practitioner communities; (21) biweekly field progress reports containing unit- and item-response rates, any problems with data collection activities, and corresponding remedial action; and (22) preliminary raw data files at 50% and 80% response rates (in data files that can be analyzed with standard statistical software such as SPSS and SAS) and syntax documenting all modifications to the raw data file.

6. Final Verification and Dataset. Deliver final data package and codebook materials.

6.1. Final verification procedures.

The recipient of funds will conduct final verification procedures prior to delivering a final dataset to BJS. Any data issues must be reported to BJS for resolution prior to delivering the file. The recipient of funds will provide a justified approach to addressing item-specific missing or incomplete data, including any proposed data allocation, imputations, or nonresponse adjustments.

6.2. Nonresponse bias study.

The recipient of funds will conduct and report on a bias assessment for unit- and item-nonresponse as needed. The analysis will include recommendations for any required weighting or imputation to account for the extent of identified nonresponse bias.

6.3. Final dataset and codebook delivery.

The recipient of funds will prepare a final data file with complete documentation per criteria determined by BJS to archive the data. This file should contain any weighting variables necessary to conduct analysis and variables flagging imputed values. Documentation will detail unit- and item-response rates for the census, any weighting or imputation conducted, and codes that identify aspects of data quality from the collection (such as missing data and imputed values) that allow users to appropriately analyze data.

Required deliverables: (23) documentation of any data challenges, (24) nonresponse bias report if response rate requirements are not met, (25) final cleaned electronic version of dataset consistent with BJS archival requirements, and (26) codebook documentation.

7. Reports and Dissemination of Findings. Produce final documentation and results.

7.1. End of the study technical report.

The recipient of funds will provide a final summary that includes an assessment of overall response rates, item-response rates, and nonresponse error. This summary will also include any lessons learned, challenges, and solutions encountered in data collection and processing. The recipient will also prepare a draft report of summary tables for publication by BJS.

7.2. Main BJS report data findings.

The recipient of funds will assist BJS in creating at least two primary public reports according to BJS publication standards. Applicant should assist with data analyses as requested and provide tables, figures, and a summary of the study methodology.

Required deliverables: (28) end of the study technical report, and (29) draft data tables and content for BJS publication.

The data collected from the 2019 CPFFCL will be reported in at least one BJS publication. BJS retains all rights to exclusive use of the data until it releases the data file to the public. The recipient of funds will not release or disclose any data collected through this cooperative agreement without the prior written approval of BJS. For more information see “Administrative, National Policy, and Other Legal Requirements” under [Section F. Federal Award Administration Information](#).

Consistent with the use of a cooperative agreement, BJS will have direct oversight and involvement with the successful applicant in implementing the program. This will not involve day-to-day project management.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [Section D. Application and Submission Information](#), under Program Narrative.

Information Regarding Potential Evaluation of Programs and Activities

The Department of Justice has prioritized the use of evidence-based programming and deems it critical to continue to build and expand the evidence informing criminal and juvenile justice programs to reach the highest level of rigor possible. Therefore, applicants should note that the Office of Justice Programs may conduct or support an evaluation of the programs and activities funded under this solicitation. Recipients and sub-recipients will be expected to cooperate with program-related assessments or evaluation efforts, including through the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation. The information or data requested may be in addition to any other financial or performance data already required under this program.

B. Federal Award Information

BJS expects to make up to one (1) award of up to \$500,000 for a 36-month period of performance, to begin on October 1, 2018.

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

Type of Award

BJS expects to make any award under this solicitation in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See [Administrative, National Policy, and Other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for a brief discussion of what may constitute substantial federal involvement.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities³) must, as described in the Part 200 Uniform Requirements⁴ as set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that [the recipient (and any subrecipient)] 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 recipient’s (and any subrecipient’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 recipient (or any subrecipient)] considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

To help ensure that applicants understand the applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants

³ For purposes of this solicitation, the phrase “pass-through entity” includes any recipient or subrecipient that provides a subaward (“subgrant”) to a subrecipient (subgrantee) to carry out part of the funded award or program. Additional information on proposed subawards is listed under [What an Application Should Include](#), Section 4c of this solicitation.

⁴ The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

Financial Management Online Training, available at <https://ojpfgm.webfirst.com/>. (This training is required for all OJP award recipients.)

Also, applicants should be aware that OJP collects information from applicants on their financial management and systems of internal controls (among other information) which is used to make award decisions. Under [Section D. Application and Submission Information](#), applicants may access and review a questionnaire – the [OJP Financial Management and System of Internal Controls Questionnaire](#) – that OJP requires **all** applicants (other than an individual applying in his/her personal capacity) to download, complete, and submit as part of the application.

Budget Information

Proposals that will not be funded would—

- primarily purchase equipment, materials, or supplies (A budget may include these items if they are absolutely necessary to carry out the proposed program and are thoroughly justified as demonstrated in the application.)
- not respond to this specific solicitation.

Cost Sharing or Matching 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.

For additional information on cost sharing and match, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.3b.htm>.

Pre-agreement Costs (also known as Pre-award Costs)

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award.

OJP does **not** typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving pre-agreement costs, the applicant may contact the point of contact listed on the title page of this solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-agreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm> 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, a recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent 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.⁵ The 2018 salary table for

⁵ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed in Appendix VIII to 2 C.F.R. Part 200.

SES employees is available on the Office of Personnel Management website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/18Tables/exec/html/ES.aspx>. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Non-federal funds used for any such additional compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee's time is charged to an OJP award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

The Director of BJS may exercise discretion to waive, on an individual basis, this limitation on compensation rates allowable under an award. An applicant that requests a waiver should include a detailed justification in the budget narrative of its application. An applicant that does not submit a waiver request and justification with its application should anticipate that BJS will require the applicant to adjust and resubmit the budget.

The justification should address, in the context of the work the individual would do under the award, the particular qualifications and expertise of the individual, the uniqueness of a service the individual will provide, the individual's specific knowledge of the proposed program or project, and a statement that explains whether and how the individual's salary under the award would be commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work he/she would do under the award.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at

<https://www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.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 conference, meeting, and training costs for cooperative agreement recipients, as well as some conference, meeting, and training costs for grant recipients; and (3) set cost limits, which include a general prohibition of all food and beverage costs.

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 "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

C. Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or matching requirements, see [Section B. Federal Award Information](#).

D. Application and Submission Information

What an Application Should Include

This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

Moreover, an applicant should anticipate that an application that OJP determines is nonresponsive to the scope of the solicitation, or that OJP determines does not include the application elements that BJS has designated to be critical, will neither proceed to peer review, nor receive further consideration. For this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative, and résumés/curriculum vitae of key project personnel.

NOTE: OJP has combined the Budget Detail Worksheet and Budget Narrative in a single document collectively referred to as the Budget Detail Worksheet. See “Budget Information and Associated Documentation” below for more information about the Budget Detail Worksheet and where it can be accessed.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet,” “Timelines,” “Memoranda of Understanding,” “Résumés”) for all attachments. Also, OJP recommends that applicants include résumés in a single file.

Please review the “Note on File Names and File Types” under [How To Apply](#) to be sure applications are submitted in permitted formats.

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 the OJP 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).

To avoid processing delays, an applicant must include an accurate legal name on its SF-424. On the SF-424, current OJP award recipients, when completing the field for “Legal Name” (box 8a), should use the same legal name that appears on the prior year award document (which is also the legal name stored in OJP’s financial system.) Also, these recipients should enter the Employer Identification Number (EIN) in box 8b exactly as it appears on the prior year award document. An applicant with a current, active award(s) must ensure that its GMS profile is current. If the profile is not current, the applicant should

submit a Grant Adjustment Notice updating the information on its GMS profile prior to applying under this solicitation.

A new applicant entity should enter its official legal name in box 8a, its address in box 8d, its EIN in box 8b, and its Data Universal Numbering System (DUNS) number in box 8c of the SF-424. A new applicant entity should attach official legal documents to its application (e.g., articles of incorporation, 501(c)(3) status documentation, organizational letterhead) to confirm the legal name, address, and EIN entered into the SF-424. OJP will use the System for Award Management (SAM) to confirm the legal name and DUNS number entered in the SF-424; therefore, an applicant should ensure that the information entered in the SF-424 matches its current registration in SAM. See the [How to Apply](#) section for more information on SAM and DUNS numbers.

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

2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 or fewer words. 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 (such as 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.

3. Program Narrative

This section should describe how the applicant will meet the deliverables and address the project's goals, objectives, and selection criteria.

The program narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred); have no less than 1-inch margins; and should not exceed 30 pages. Pages should be numbered.

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:⁶

⁶ For information on subawards (including the details on proposed subawards that should be included in the application), see Budget and Associated Documentation under [Section D. Application and Submission Information](#).

a. Description of the Issue

- Applicants should demonstrate their knowledge of BJS and the CPFFCL, the mission of BJS, research on the topic of publicly funded forensic crime laboratories, and the strengths and limitations of the previous collections and statistical products.
- Applicants should discuss the current state of public forensic crime laboratories in the United States and important or emerging issues that this data collection could address.

b. Project Design and Implementation

- Applicants must describe how they will achieve the goals and objectives outlined in this solicitation. This includes all aspects of the project: planning, reaching out to stakeholders and practitioners, design plans, universe construction, execution, progress monitoring, and project wrap up, outreach and dissemination of data analysis and reports.
- Applicants should describe how their proposed project design will successfully implement the 2019 CPFFCL and contribute to understanding resource needs of laboratories and policy decisions regarding those laboratories.
- Applicants should provide cost estimates for each phase of the project.

c. Capabilities and Competencies

The narrative should demonstrate the applicant's capabilities to complete the tasks in a timely manner. The applicant's discussion of capabilities and subject matter expertise should demonstrate—

- substantive expertise about forensic crime laboratory work
- experience in carrying out successful law enforcement or forensic science-related data collections
- knowledge of BJS's law enforcement statistics and forensic investigation portfolio, including past work involving forensic services, DNA laboratories, medical examiners and coroners, and related areas
- capacity to meet BJS data quality guidelines
- data management plan (DMP).

All BJS-funded research requires the development of a DMP that outlines data management activity throughout the agreement, including data collection, secure storage, and timely release of data and related products. Applications should include a preliminary DMP that explains—

- roles, rights and responsibilities of project participants
- expected data and metadata
- data formats, organization, and dissemination approach
- data retention and release timelines
- data security according to federal regulations
- any Institutional Review Board requirements
- data archiving and future access.

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award (see [General Information about Post-Federal Award Reporting Requirements](#) in [Section F. Federal](#)

[Award Administration Information](#)). The performance data directly relate to the goals, objectives, and deliverables identified under [Goals, Objectives, and Deliverables in Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP. Performance measures for this solicitation are listed in [Appendix A: Performance Measures Table](#).

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

The recipient of funds will be required to submit performance measure data as part of the monthly progress report submitted to the BJS program manager.

Note on Project Evaluations

An applicant that proposes to use award funds 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." Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 ("Protection of Human Subjects").

"Research," for purposes of human subjects protection 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 for purposes of human subjects protection, applicants should consult the decision tree in the "Research and the protection of human subjects" section of the [Requirements related to Research](#) webpage of the [Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#), available through the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

Every prospective applicant whose application may propose a research or statistical component also should review the "Data Privacy and Confidentiality Requirements" section on that webpage.

e. Appendices

- Bibliography or references

- Any tools, instruments, questionnaires, tables, charts, graphs, or maps pertaining to the proposed project that are supplemental to such items included in the main body of the narrative
- Curriculum vitae or résumés of principal investigator, all co-principal investigators, and all other individuals who will be significantly involved in substantive aspects of the project (e.g., subject matter experts acting as consultants)
- List of any previous and current BJS awards to applicant organization and investigator(s), including BJS-assigned award numbers and a brief description of any scholarly products that resulted in whole or in part from the work funded under the BJS award(s).
- Letters of cooperation/support or administrative agreements from organizations collaborating in the project
- If applicable, list of other agencies, organizations, or funding sources to which this proposal has been submitted.

4. Budget and Associated Documentation

The Budget Detail Worksheet and the Budget Narrative are now combined in a single document collectively referred to as the Budget Detail Worksheet. The Budget Detail Worksheet is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. Additionally, the Excel workbook contains worksheets for multiple budget years that can be completed as necessary. **All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties.** If an applicant does not have access to Microsoft Excel or experiences technical difficulties with the Excel version, then the applicant should use the 508-compliant accessible Adobe Portable Document Format (PDF) version.

Both versions of the Budget Detail Worksheet can be accessed at <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>.

a. Budget Detail Worksheet

The Budget Detail Worksheet should provide the detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid with grant funds. The Budget Detail Worksheet should present a complete itemization of all proposed costs.

For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/doj/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).

An applicant should demonstrate in its budget narrative how it will maximize cost effectiveness of award 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 budget narrative should be mathematically sound and correspond clearly 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 those costs are necessary 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 describe costs by year.

c. Information on Proposed Subawards (if any), as well as on Proposed Procurement Contracts (if any)

Applicants for OJP awards typically may propose to make *subawards*. Applicants also may propose to enter into procurement *contracts* under the award.

Whether an action – for federal grants administrative purposes – is a subaward or procurement contract is a critical distinction as significantly different rules apply to subawards and procurement contracts. If a recipient enters into an agreement that is a subaward of an OJP award, specific rules apply – many of which are set by federal statutes and DOJ regulations; others by award conditions. These rules place particular responsibilities on an OJP recipient for any subawards the OJP recipient may make. The rules determine much of what the written subaward agreement itself must require or provide. The rules also determine much of what an OJP recipient must do both before and after it makes a subaward. If a recipient enters into an agreement that is a procurement contract under an OJP award, a substantially different set of federal rules applies.

OJP has developed the following guidance documents to help clarify the differences between subawards and procurement contracts under an OJP award and outline the compliance and reporting requirements for each. This information can be accessed online at <https://ojp.gov/training/training.htm>.

- [Subawards under OJP Awards and Procurement Contracts under Awards: A Toolkit for OJP Recipients.](#)
- [Checklist to Determine Subrecipient or Contractor Classification.](#)
- [Sole Source Justification Fact Sheet and Sole Source Review Checklist.](#)

In general, the central question is the relationship between what the third-party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide, products it will develop or modify, research or evaluation it will conduct). If a third party will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a *subaward* for purposes of federal grants administrative requirements.

This will be true **even if** the recipient, for internal or other non-federal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither

the title nor the structure of an agreement determines whether the agreement — for purposes of federal grants administrative requirements — is a *subaward* or is instead a procurement *contract* under an award. The substance of the relationship should be given greater consideration than the form of agreement between the recipient and the outside entity.

1. Information on proposed subawards

A recipient of an OJP award may not make subawards (subgrants) unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

A particular subaward may be authorized by OJP because the recipient included a sufficiently-detailed description and justification of the proposed subaward in the Program Narrative, Budget Detail Worksheet, and Budget Narrative as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award and program, the applicant should (1) identify (if known) the proposed subrecipient(s), (2) describe in detail what each subrecipient will do to carry out the federal award and federal program, and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and Budget Narrative.

2. Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over \$150,000)

Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that — for purposes of federal grants administrative requirements — is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the Procurement Standards of the (DOJ) Part 200 Uniform Requirements (as set out at 2 C.F.R. 200.317 - 200.326). The Budget Detail Worksheet and Budget Narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement “contracts” under awards will be entered into on the basis of full and open competition. All noncompetitive (sole source) procurement contracts must meet the OJP requirements outlined at <https://ojp.gov/training/subawards-procurement.htm>. If a proposed procurement contract would exceed the simplified acquisition threshold — currently, \$150,000 — a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a non-competitive approach for

the procurement. An applicant that (at the time of its application) intends – without competition – to enter into a procurement contract that would exceed \$150,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition.

If the applicant receives an award, sole source procurements that do not exceed the Simplified Acquisition Threshold (currently \$150,000) must have written justification for the noncompetitive procurement action maintained in the procurement file. If a procurement file does not have the documentation that meets the criteria outlined in 2 C.F.R. 200, the procurement expenditures may not be allowable. Sole source procurement over the \$150,000 Simplified Acquisition Threshold must have prior approval from OJP using a Sole Source Grant Adjustment Notice (GAN). Written documentation justifying the noncompetitive procurement must be submitted with the GAN and maintained in the procurement file.

d. Pre-Agreement Costs

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

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs may be charged to an award only if:

- (a) The recipient has a current (unexpired), federally approved indirect cost rate; or
- (b) The recipient is eligible to use, and elects to use, the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

An applicant with a current (unexpired) federally approved indirect cost rate is to attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity, or, if the applicant’s accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the Office of the Chief Financial Officer (OCFO) Customer Service Center at 1-800-458-0786 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 <https://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

Certain OJP recipients have the option of electing to use the “de minimis” indirect cost rate. An applicant that is eligible to use the “de minimis” rate that wishes to use the “de minimis” rate should attach written documentation to the application that advises OJP of both— (1) the applicant’s eligibility to use the “de minimis” rate, and (2) its election to do so. If an eligible applicant elects the “de minimis” rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The “de minimis” rate may no longer be used once an approved federally negotiated indirect cost rate is in place. (No entity that ever has had a federally approved negotiated indirect cost rate is eligible to use the “de minimis” rate.) For the “de minimis” rate requirements (including information on eligibility to elect to use the rate), please see Part 200 Uniform Requirements, as set out at [2 C.F.R. 200.414\(f\)](#).

6. Tribal Authorizing Resolution (if applicable)

A tribe, tribal organization, or third party that proposes to provide direct services or assistance to residents on tribal lands should include in its application a resolution, letter, affidavit, or other documentation, as appropriate, that demonstrates (as a legal matter) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for an award 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 award. 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.

An applicant unable to submit an application that includes a fully executed (i.e., signed) copy of legal appropriate 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, OJP will make use of and access to award funds contingent on receipt of the fully executed legal documentation.

7. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (Questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. The Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process.

The Questionnaire should only be completed by financial staff most familiar with the applicant's systems, policies, and procedures in order to ensure that the correct responses are recorded and submitted to OJP. The responses on the Questionnaire directly impact the pre-award risk assessment and should accurately reflect the applicant's financial management and internal control system at the time of the application. The pre-award risk assessment is only one of multiple factors and criteria used in determining funding. However, a pre-award risk assessment that indicates that an applicant poses a higher risk to OJP may affect the funding decision and/or result in additional reporting requirements, monitoring, special conditions, withholding of award funds, or other additional award requirements.

Among other things, the form requires each applicant to disclose whether it currently is designated "high risk" by a federal grant-making agency outside of DOJ. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk
- The date the applicant was designated high risk
- The high-risk point of contact at that federal awarding agency (name, phone number, and email address)
- The reasons for the high-risk status, as set out by the federal awarding agency

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered “high-risk” by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award decisions, and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document).

8. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form Disclosure of Lobbying Activities (SF-LLL) posted at <https://ojp.gov/funding/Apply/Resources/Disclosure.pdf>. An applicant that does not expend any funds for lobbying activities is to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

9. Additional Attachments

a. Applicant Disclosure of Pending Applications

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation, and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. The applicant is to disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to state agencies that will subaward (“subgrant”) federal funds).

OJP seeks this information to help avoid 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.

Each applicant that has one or more pending applications as described above is to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency
- The solicitation name/project name
- The point of contact information at the applicable federal or state funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/Email for Point of Contact at Federal or State Funding Agency
DOJ/Office of Community Oriented Policing Services (COPS)	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
Health and Human Services/Substance Abuse and Mental Health Services Administration	Drug-Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Each applicant should include the table as a separate attachment to its application. The file should be named “Disclosure of Pending Applications.” The applicant’s Legal Name on the application must match the entity named on the disclosure of pending applications statement.

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: “[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.”

b. Research and Evaluation Independence and Integrity

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant must demonstrate independence and integrity regarding both this proposed research and/or evaluation, and any current or prior related projects.

Each application should include an attachment that addresses **both** i. and ii. below.

- i. For purposes of this solicitation, each applicant is to document research and evaluation independence and integrity by including one of the following two items:
 - a. A specific assurance that the applicant has reviewed its application to identify any actual or potential apparent conflicts of interest (including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients), and that the applicant has identified no such conflicts of interest – whether personal or financial or organizational (including on the part of the applicant entity or on the part of staff, investigators, or subrecipients) – that could affect the independence or

integrity of the research, including the design, conduct, and reporting of the research.

OR

- b. A specific description of actual or potential apparent conflicts of interest that the applicant has identified – including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients – that could affect the independence or integrity of the research, including the design, conduct, or reporting of the research. These conflicts may be personal (e.g., on the part of investigators or other staff), financial, or organizational (related to the applicant or any subrecipient entity). Some examples of potential investigator (or other personal) conflict situations are 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 would not be given an award 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), because the organization in such an instance might 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, each applicant is to address 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 actual or potential apparent conflicts of interest (personal, financial, or organizational) exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. The applicant also is to include an explanation of the specific processes and procedures that the applicant has in place, or will put in place, to identify and prevent (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OR

- b. If the applicant has identified actual or potential apparent conflicts of interest (personal, financial, or organizational) that could affect the independence and integrity of the research, including the design, conduct, or reporting of the research, the applicant is to provide a specific and robust mitigation plan to

address each of those conflicts. At a minimum, the applicant is expected to explain the specific processes and procedures that the applicant has in place, or will put in place, to identify and eliminate (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OJP will assess research and evaluation independence and integrity based on considerations such as the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the applicant entity (and any subrecipients) 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.

c. Disclosure of Process Related to Executive Compensation

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service (IRS) regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (question 9c in the "OJP Financial Management and System of Internal Controls Questionnaire" located at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> and mentioned earlier) whether or not the applicant entity believes (or asserts) that it currently satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities).

A nonprofit organization that states in the questionnaire that it believes (or asserts) that it has satisfied the requirements of 26 C.F.R. 53.4958-6 must then disclose, in an attachment to its application (to be titled "Disclosure of Process Related to Executive Compensation"), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person;

(3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the IRS for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OJP may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

How To Apply

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at <https://www.grants.gov/web/grants/support.html>. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, which operates 24 hours a day, 7 days a week, except on federal holidays.

Important Grants.gov update. Grants.gov has updated its application tool. The legacy PDF application package was retired on December 31, 2017. Grants.gov Workspace is now the standard application method for applying for grants. OJP applicants should familiarize themselves with the Workspace option now. For complete information and instructions on using Workspace (and other changes), go to the Workspace Overview page at <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

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 of registration and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date, in order to allow time for the applicant 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.

OJP strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation at <https://www.grants.gov/web/grants/manage-subscriptions.html>. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Browser Information: Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

Note on Attachments: Grants.gov has two categories of files for attachments: “mandatory” and “optional.” OJP receives all files attached in both categories. Attachments are also labeled to describe the file being attached (e.g., Project Narrative, Budget Narrative, Other, etc.) Please ensure that all required documents are attached in the correct Grants.gov category and are labeled correctly. Do not embed “mandatory” attachments within another file.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in the file names of attachments. Valid file names may include only the characters shown in the table below. Grants.gov rejects any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov forwards successfully submitted applications to the OJP Grants Management System (GMS).

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 “&” format.**

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:

Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)

Every applicant entity must comply with all applicable System for Award Management (SAM) and unique entity identifier (currently, a Data Universal Numbering System [DUNS] number) requirements. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. More detailed information about SAM and the DUNS number is in the numbered sections below.

If an applicant entity has not fully complied with the applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making the award to a different applicant.

Applying as an Individual

An individual who wishes to apply in his/her personal capacity should search Grants.gov for funding opportunities for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. (An applicant applying as an individual must comply with all applicable Grants.gov individual registration requirements.)

Enter the FON at <https://apply07.grants.gov/apply/IndCPRegister> to complete the registration form and create a username and password for Grants.gov. (An applicant applying as an individual should complete all steps below except 1, 2 and 4.)

Registration and Submission Steps

1. **Acquire a unique entity identifier (currently, a DUNS number).** In general, the Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a "unique entity identifier" in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. 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 <https://www.dnb.com/>. A DUNS number is usually received within 1-2 business days.

2. **Acquire or maintain registration with SAM.** Any applicant for an OJP award creating a **new** entity registration in SAM.gov must provide an original, signed notarized letter stating that the applicant is the authorized Entity Administrator before the registration will be activated. To learn more about this process change, read the FAQs at <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update>. Information about the notarized letter is posted at https://www.fsd.gov/fsd.gov/answer.do?sysparm_kbid=d2e67885db0d5f00b3257d321f96194b&sysparm_search=kb0013183.

All applicants for OJP awards (other than individuals) with current registration in SAM must maintain current registrations in the SAM database. Applicants will need the authorizing official of the organization and an Employer Identification Number (EIN). An applicant must be registered in SAM to successfully register in Grants.gov. Each applicant must **update or renew its SAM registration at least annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete (2 more weeks to acquire an EIN).

An application cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take as long as 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. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to <https://www.grants.gov/web/grants/applicants/organization-registration.html>. Individuals registering with Grants.gov should go to <https://www.grants.gov/web/grants/applicants/registration.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. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.734, titled "Special Domestic Assistance and Statistical Studies," and the funding opportunity number is BJS-2018-14146.
6. **Access Funding Opportunity and Application Package from Grants.gov.** Select "Apply for Grants" under the "Applicants" column. Enter your email address to be notified of any changes to the opportunity package before the closing date. Click the Workspace icon to use Grants.gov Workspace.
7. **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. The second will state whether the application has been validated and successfully submitted, or whether it has been 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 an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges each applicant to submit its application **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. Applications must be successfully submitted through Grants.gov by 11:59 p.m. eastern time on July 2, 2018.

Go to <https://www.grants.gov/web/grants/applicants/organization-registration.html> for further details on DUNS numbers, SAM, and Grants.gov registration steps and timeframes.

Note: Application Versions

If an applicant submits multiple versions of the same application, OJP will review only the most recent system-validated version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must contact the Grants.gov Customer Support Hotline at <https://www.grants.gov/web/grants/support.html> or the SAM Help Desk (Federal Service Desk) at <https://www.fsd.gov/fsd-gov/home.do> to report the technical issue and

receive a tracking number. The applicant must email the BJS contact identified in the Contact Information section on the title page **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties, and must 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: OJP does not automatically approve requests to submit a late application. After OJP reviews the applicant's request, and contacts the Grants.gov or SAM Help Desks to verify 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 untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- 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, such as issues with firewalls or browser incompatibility

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

E. Application Review Information

Review Criteria

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

1. Description of the Issue (15%)

The applicant should demonstrate that it understands the goals and objectives of the project, including the value of the data collection to the criminal justice field. The applicant should demonstrate an understanding of the work performed by forensic crime laboratories, the history and content of the CPFFCL, and the challenges of conducting a national census of this type.

2. Project Design and Implementation (40%)

The applicant should describe how it will completely address all the goals, objectives and deliverables of the project outlined above. Specifically, this includes but may not be limited to plans and details—

- a. to establish the timeline and completion of objectives and deliverables
- b. to maintain communication with BJS and keep it apprised of developments and progress in the data collection.
- c. on how the applicant will review and develop the questionnaire

- d. on how the applicant will identify and convene subject matter experts to review questionnaire
- e. on how the applicant will create the web-based survey
- f. on how the survey will be pretested
- g. to develop and update the CPFFCL respondent universe, including verifying eligible offices
- h. on how the applicant will support the development of OMB clearance materials
- i. to effectively administer the collection, ensuring high participation and item-response rates (This should include plans to conduct outreach with the stakeholder and practitioner community.)
- j. to collect and maintain data with high quality standards
- k. to assist BJS with preparing materials for publication and data for archiving and supporting the dissemination of the findings.

3. Capabilities and Competencies (30%)

This data collection requires a team with knowledge of the scope of work of forensic crime laboratories, survey design, and conducting administrative censuses/surveys. The applicant should discuss its ability to successfully complete the CPFFCL. This can include descriptions of past work related to this topic and the relevant skills and experience of the proposed project staff. This section should identify key personnel, their roles and duties in this project, and the proposed management and organizational structure that will allow for successful and timely completion of the project milestones.

Examples of relevant knowledge/experience are—

- a. the ability to collect administrative data from criminal justice- or forensic science-related agencies
- b. knowledge of applied survey research and social science research methods with experience in instrument design, data collection, coding, cleaning, and verification (This also includes experience with statistical software packages (SPSS preferred).)
- c. the ability to conduct a mixed mode data collection (web-based survey with mail-in options as necessary)
- d. demonstrated ability to manage projects, deliver work products on time, and maintain communications with external organizations.

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

As part of the monthly reporting process and the semiannual progress reports submitted to GMS, applicants should describe how they will track progress toward the deliverables.

5. Budget (10%)

The budget should be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.⁷

⁷ 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.

The budget should include a schedule that identifies key milestone dates and staff load chart by task, showing the role and number of hours committed for proposed staff.

Review Process

OJP is committed to ensuring a fair and open process for making awards. 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 an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items designated as “critical elements.”
- The applicant must not be identified in SAM as excluded from receiving federal awards.

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

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. BJS may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review 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. Peer reviewers’ ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully. Other important considerations for BJS include geographic diversity, strategic priorities, and available funding, as well as the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$150,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, (FAPIS)).

Important note on FAPIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIS and was entered by a federal awarding

agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants for competitive awards. OJP takes into account information pertinent to matters such as—

1. Applicant financial stability and fiscal integrity
2. Quality of the applicant's management systems, and the applicant's ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide
3. Applicant's history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), as well as awards from other federal agencies
4. Reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements
5. Applicant's ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Director of BJS who may take into account not only peer review ratings, but also other factors as indicated in this section.

F. Federal Award Administration Information

Federal Award Notices

Award notifications will be made by September 30, 2018. OJP sends award notifications by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires physical signature of the award document by the authorized representative and the scanning and submission 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 OJP-approved application, the recipient must comply with all award conditions, as well as all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

Applicants should consult the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#),” available in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>. In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds. (An applicant is not required to submit these documents as part of an application.)

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

The webpages accessible through the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)” are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2018. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute, program, or solicitation under which the award is made; to the substance of the funded application; to the recipient’s performance under other federal awards; to the recipient’s legal status (e.g., as a for-profit entity); or to other pertinent considerations.

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

In addition to an award condition that sets out the nature of the anticipated “substantial federal involvement” in the award, cooperative agreements awarded by OJP include an award condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

General Information about Post-Federal Award Reporting Requirements

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

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

Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP

award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP webpage at <https://ojp.gov/funding/FAPIS.htm>.

Data on performance measures. In addition to required reports, each award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as to assist DOJ in 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, OJP will require any award recipient, post award, to provide performance data as part of regular progress reporting. Successful applicants will be required to access OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP. Performance measures for this program are listed in [Appendix A](#).

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see the title page.

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

H. Other Information

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

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the application and ask it to identify — quite precisely — any particular information in the application that the applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law-enforcement sensitive information.

Provide Feedback to OJP

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. OJP does **not** reply from this mailbox to messages it receives in this mailbox. Any prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate telephone number or email listed on the front of this document to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your résumé to ojprsupport@usdoj.gov. (Do not send your résumé to the OJP Solicitation Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

Appendix A: Performance Measures Table

Objective	Performance Measure(s)	Data Recipient Provides
<p>Assess and update the Census of Publicly Funded Forensic Crime Laboratories (CPFFCL 19) data collection instrument and universe to ensure the instrument includes emerging issues and topics appropriate for the type of work being conducted at the federal, state, and local laboratories and those that may specialize in only discipline</p>	<p>Percentage of deliverables completed on time</p> <p>Percentage of deliverables that meet expectations</p> <p>Effective management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits</p> <p>Develop and maintain a web-based reporting system that meets BJS's standards for effectiveness and efficiency</p> <p>Number and variety of subject matter experts consulted</p>	<p>The recipient of funds should provide timely deliverables that meet expectations outlined in the solicitation, to include, but not limited to:</p> <p>Detailed timeline of project outlining key milestones and data collection phases.</p> <p>Monthly progress reports 15 business days after the beginning of the month covering progress made in the previous month, expenditures, and achievements for deliverables</p> <p>Meeting agendas and minutes for biweekly calls occurring during the data collection phase.</p> <p>Assessment of current CPFFCL instrument and methodology performance reporting and suggestions for changes to the instrument</p> <p>Revised and updated paper survey instrument</p> <p>Web-based version of survey instrument, complete with user testing documentation</p> <p>Expert panel review to provide subject expert matter advice on emerging trends in the field; panel review plan including list of subject matter experts for review and plans for subject matter expert outreach and communication; and expert panel review report summarizing panel input, suggestions for the census instrument, and other relevant discussion</p> <p>Updated CPFFCL directory representing a complete enumeration of publicly funded crime laboratories in the U.S.</p>

		Cognitive testing of the instrument, including protocols, plans, and participant list; OMB clearance materials as necessary; and assessment of results from cognitive testing
Conduct a comprehensive data collection of all publicly funded forensic crime laboratories in the CPFFCL19 to promote understanding of services provided crime laboratories and the resources committed to completing their work.	<p>Percentage of deliverables that meet expectations</p> <p>Percentage of deliverables completed on time</p> <p>Amount of outreach to stakeholders</p> <p>Achieve a 95% response rate</p>	<p>The recipient of funds should provide timely deliverables that meet expectations outlined in the solicitation, to include, but not limited to:</p> <p>Census administration plan outlining procedures for contacting respondents and follow-up that should address—</p> <ul style="list-style-type: none"> • plans for outreach to stakeholders and practitioners • documentation of data processing procedures • data quality tracking and follow-up procedures • unit- and item-nonresponse follow-up procedures <p>Preliminary data files at 50% and 80% in SPSS, including any syntax files for modifications or cleaning</p>
Support BJS efforts to share information and disseminate CPFFCL19 results by preparing draft materials for reports, tables, and responses to inquiries	<p>Percentage of deliverables that meet expectations</p> <p>Percentage of deliverables completed on time</p> <p>Percentage of data sets that are comprehensive and accurate as determined by BJS</p> <p>Percentage of nonresponse elements for which an estimate is developed</p> <p>Percentage of estimates that are verified as reliable</p>	<p>The recipient of funds should provide timely deliverables that meet expectations outlined in the solicitation, to include, but not limited to:</p> <p>Fully documented final data file in accordance with BJS specifications and quality standards that provides accurate information on the subject areas addressed in the questionnaire</p> <p>The final dataset should include codebook documentation in preparation for archiving, including item-response rates and any syntax for cleaning, modification, or calculation of variables</p> <p>As necessary, a nonresponse bias report</p> <p>End of study technical report that documents and summarizes the</p>

		<p>procedures followed in conducting the census, including documentation of any data challenges or concerns about instrument performance or survey administration</p> <p>Draft tables and content for BJS style report (as requested)</p>
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Appendix B: Application Checklist

2019 Census of Publicly Funded Forensic Crime Laboratories

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS Number (see page 31)
- Acquire or Renew Registration with SAM (see page 31)

To Register with Grants.gov:

- Acquire AOR and Grants.gov Username/Password (see page 31)
- Acquire AOR Confirmation from the E-Biz POC (see page 32)

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov (see page 32)
- Access Funding Opportunity and Application Package (see page 32)
- Sign Up for Grants.gov Email [Notifications](#) (optional) (see page 29)
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP Policy and Guidance on Conference Approval, Planning, and Reporting Available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see page 15)

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 32)

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

- Contact BJS Regarding Technical Difficulties (see page 32)

Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>

Scope Requirement:

- The Federal Amount Requested Is Within the Allowable Limit(s) of \$500,000

Eligibility Requirement: See the title page.

What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 16)
- Project Abstract (see page 17)
- Program Narrative (see page 17)
 - Description of the Issue (see page 18)
 - Project Design and Implementation (see page 18)
 - Capabilities and Competencies (see page 18)

_____	Plan for Collecting Data for Performance Measures	(see page 18)
_____	Appendices	(see page 19)
_____	Budget Detail Worksheet	(see page 20)
_____	Budget Narrative	(see page 20)
_____	Indirect Cost Rate Agreement (if applicable)	(see page 23)
_____	Tribal Authorizing Resolution (if applicable)	(see page 24)
_____	Financial Management and System of Internal Controls Questionnaire	(see page 24)
_____	Disclosure of Lobbying Activities (SF-LLL)	(see page 25)
_____	Additional Attachments	
_____	Applicant Disclosure of Pending Applications	(see page 25)
_____	Research and Evaluation Independence and Integrity	(see page 26)
_____	Disclosure of Process Related to Executive Compensation	(see page 28)
_____	Request and Justification for Employee Compensation; Waiver (if applicable)	(see page 14)