



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is seeking applications for the tasks of designing the survey instrument and study sample design for the Survey of Inmates in Local Jails (SILJ) and to conduct a field test of the newly developed SILJ instrument through a Cooperative Agreement. As the principal statistical agency within DOJ, BJS is responsible for the collection, analysis, publication, and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This survey, a component of the BJS Criminal Justice Statistics Program, furthers the mission of DOJ and OJP by obtaining national level estimates of the characteristics of jail inmates.

Survey of Inmates in Local Jails (SILJ): Design and Testing

Eligibility

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

Under section 302 of the Omnibus Crime Control and Safe Streets Act, BJS is authorized to make grants to, or enter into contracts or cooperative agreements with, states (including territories) units of local government (including federally recognized Indian tribal governments as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit or for-profit organizations), institutions of higher education (including tribal institutions of higher education), and certain qualified individuals. For-profit organizations must agree to forgo any profit or management fee. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

BJS welcomes applications that involve two or more entities, however, one eligible entity must be the applicant and the other(s) must be proposed as subrecipient(s). The applicant must be the entity with primary responsibility for conducting and leading the proposed project. If successful, the applicant will be responsible for monitoring and appropriately managing any subrecipients or, as applicable, for administering any procurement subcontracts that would receive federal program funds from the applicant under the award. Only one application per lead applicant will be considered; however, subrecipients may be part of multiple proposals.

BJS may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

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

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on May 4, 2015.

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

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

Contact Information

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

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

For assistance with any other requirements of this solicitation, contact Todd D. Minton, Statistician and Program Manager, by telephone at 202-307-0765, or by email at askbjs@usdoj.gov. Include "SILJ" in the subject line.

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Survey of Inmates in Local Jails (SILJ): Design and Testing

(CFDA # 16.734)

A. Program Description

Overview

The Bureau of Justice Statistics (BJS) is seeking applications for funding to conduct research on the instrument and sampling design and to create and pilot test an instrument and sampling method for the next iteration of the Survey of Inmates in Local Jails (SILJ). BJS anticipates making one award for a 24-month period between October 2015 and October 2017. A separate solicitation for the national implementation of the SILJ will be announced after this project is completed.

Authorizing Legislation: 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” to collect and analyze criminal justice statistics.

Project-Specific Information

The SILJ has been conducted periodically since 1972 and is a core collection for the BJS Corrections Statistics Program. The primary purposes of this omnibus survey are to generate nationally representative estimates of the characteristics of jail inmates and to track changes in these characteristics over time; conduct studies of inmates on special topics; and identify jail populations that may warrant possible changes in policy. Applicants are encouraged to review the survey conducted in 2002 and other prior SILJ surveys, which are available at the National Archive of Criminal Justice Data (NACJD) at www.icpsr.umich.edu/icpsrweb/ICPSR/series/00069.

The SILJ inmate interviews provide the data needed to make national-level estimates about the characteristics of jail inmates and must include, but are not limited to, the following 10 domains:

- Individual characteristics
- Current offenses and detention status for jail inmates
- Pretrial release and trial
- Current sentence
- Incident characteristics
- Criminal history
- Socioeconomic characteristics
- Alcohol and drug use and treatment
- Illness, health, and health care delivery (i.e., physical health, disease and illness, infectious disease, maternal health, mental health, and disabilities)
- Facility programs and activities.

In addition to providing a profile of jail inmates, data from these interviews have been used for special reports by BJS on topics including medical problems of jail inmates, veterans in jail,

women in jail, and mental health problems of jail inmates. These data have also led to reports about jail inmates' use, abuse, and dependence on substances, and any addiction treatments offered to them. Reports based on SILJ are available on the BJS website at www.bjs.gov/index.cfm?ty=dcdetail&lid=274. These reports are used regularly by practitioners, researchers, legislators, and other decision makers in the corrections field. The survey data are needed by all levels of government, the corrections community, and the public at large to promote informed decision-making. The continuing debates on the changing correctional populations, the associated financial and other societal costs of incarceration, and the use of alternative sanctions are informed through these types of comparable national data on jail inmates. These data either are not available from any other source or the other data available are limited in scope. Only a survey like SILJ can cover the broad range of information that BJS intends to collect.

BJS seeks a single instrument and data collection operation that can be used to gather data from a probability sample of male and female jail inmates. Depending on survey costs and inmate interview time, the instrument will collect data compatible with the same 10 domains covered in past versions of the jail inmate survey. BJS also may expand the number of domains to include current issues to be determined by, but not limited to, consulting with the awardee and jail experts; working with focus groups and expert panels; and assessing stakeholder feedback.

Goals, Objectives, Deliverables, Expected Scholarly Products

During this 24-month project, BJS intends to conduct research and develop the next iteration of the Survey of Inmates in Local Jails (SILJ), anticipated to be administered starting in 2018. Major objectives for this solicitation are to expand the scope of the SILJ, improve both the quality of the data it collects and the ability to analyze the data for trends, and compare the data to other populations using other data sources. Applicants should address how they would achieve the following three goals, thereby enabling the SILJ to meet its research and design objectives.

Goal 1: Research and Development

The research and development goals are to design the survey instrument and the parameters of the sample. The survey instrument and sampling design for the prior inmate survey administered in 2002 are archived at NACJD, with the documentation for the 2002 SILJ under study number 4359. The sampling design work will exclude detention centers operated by the Federal Bureau of Prisons.

1. Survey instrument design

- a. Conduct a systematic literature review of studies using data from the prior inmate surveys conducted by BJS; and review national surveys conducted by agencies other than BJS that cover domains and modules comparable to those to be included in the SILJ (e.g., National Survey of Drug Use and Health). The findings from the review should focus on how these surveys have been used to describe inmate populations, examine criminological theories, develop predictive models, or guide the development of other surveys. The review shall include the research questions covered in the studies, the studies' assessments of the strengths and weaknesses of the BJS inmate survey data in addressing the research questions, and the studies' assessments of information gaps and key variables

not available in BJS inmate surveys. The review shall also include publications that address methodological issues related to jail facility characteristics in understanding jail inmate populations, including coverage issues, nonresponse adjustment issues, and other relevant topics about facilities.

BJS is interested in standardizing data collection efforts with other relevant and appropriate national-level surveys, where possible. The review effort should identify other national-level surveys that ask questions, or include domains, similar to those in the current SILJ instrument (e.g., SAMHSA's National Survey on Drug Use and Health). The review should assess the feasibility of adapting these national collection efforts to include considerations of SILJ data consistency for analyzing trends. BJS is also considering making the inmate survey modules consistent with other national surveys that measure similar characteristics or behaviors in the general population, to the extent possible, and assess the feasibility of using a common format for asking questions.

- b. Explore expanding current domains to address emerging and pressing issues relevant to the jail population not currently captured or collected in sufficient detail. In conducting this work, the recipient of funds should also consider the consequences of including these new domains on the sampling design, propose a new sampling design that produces accurate estimates both at the national level and for the specific domains worth pursuing, and assess the trade-offs in terms of increased cost, diminished effective sample size for the national-level estimate, and capacity to produce domain-specific estimates. For example, the awardee shall—
 - i. Address how the Affordable Care Act (ACA) impacts jail inmates' access to health care and how it could affect the SILJ survey instrument. BJS will provide materials or preliminary documents to address this issue. The recipient should work with BJS to incorporate agreed-upon changes into the SILJ survey instrument.
 - ii. Assess whether BJS can measure serious mental illness (SMI) through SILJ. Review the previous SILJ survey instrument and BJS reports to determine the strengths and weaknesses of SILJ for these purposes. Other than BJS data, review data collections that capture information on mental illness and determine if there are gaps in the data collections that SILJ can capture. Based on your findings, make recommendations to BJS on how to improve on and increase its collection of data regarding the mental health status of jail inmates.
 - iii. Recommend improvements for the SILJ collection of data relating to the health of female jail inmates, a population that is growing steadily. The recipient of funds should recommend whether or not the SILJ can be an appropriate survey for capturing the health care needs of female inmates and recommend substantive topics that should be considered for the SILJ.
- c. The awardee, with assistance from the BJS project manager (PM), shall develop and submit a draft of a stakeholder action and support plan to BJS for comment within 2 months of the start of the project. The stakeholder plan is an initiative for

marketing and gaining support for fielding the SILJ and soliciting feedback from stakeholders on the survey's domains. Both parties will work together to (1) encourage support from stakeholders for the 2018 SILJ in light of other BJS surveys of jails that have been fielded over the past few years and (2) obtain input and feedback from stakeholders about which BJS products to release based on the SILJ data. BJS will engage stakeholders in the corrections field, including federal agencies such as the National Institute of Corrections (NIC), the National Institute of Justice (NIJ), and the Bureau of Justice Assistance (BJA); associations dealing with corrections, such as the National Sheriffs' Association (NSA) and American Jail Association (AJA); and other interested stakeholders, including local-level associations or departments that can garner support for this next iteration of the jail inmate survey.

2. Sample design

The primary goal of the SILJ sample design is to generate national-level estimates from a cross-sectional sample of inmates of local jails. One of the primary tasks for the awardee recipient will be to assess sampling designs for the SILJ and recommend changes to the design for the national implementation of the SILJ. The sampling design used in the prior inmate survey produced accurate national-level estimates. However, jails have experienced some recent changes and stakeholders and policymakers might have changed their focus. BJS plans to investigate different design approaches to address new issues and interests (as briefly mentioned under section 1b). The awardee will need to review the previous SILJ sampling frame and determine its strengths and weaknesses, recommend improvements to the sample design, and work collaboratively with the BJS PM to finalize the sample design and plans. The awardee shall—

- a. Consider other stratification variables for selecting the jail facilities and which inmates within those facilities to survey. This must include assessing the feasibility of obtaining a representative sample of those inmates who stay in jail for a short time and the cost of a sampling design that would produce reliable national estimates for that subgroup.
- b. Assess the feasibility and cost of using the SILJ to accurately describe the characteristics of the American Indian and Alaska Native (AI/AN) jail inmate population. This assessment must address potential operational complexities for this area of study, including the implications of a skewed distribution of jail jurisdictions by size (or average daily population (ADP)) regarding Public Law 280, which established a method whereby states may assume jurisdiction over American Indians living on reservations); potentially lower target response rates at both the first stage (jurisdictional) and second stage (sampled inmates) of the sampling; and the increased costs of administering the survey in more remote areas. Based on this feasibility assessment, BJS will determine whether the AI/AN boost should be integrated into the core SILJ (oversample for AI/AN) or be part of a one-time companion collection (possibly representing a subset of jails housing AI/AN individuals in Public Law 280 states).
- c. Develop an efficient sampling design that has the primary goal of producing reliable national-level estimates of jail inmates by key characteristics such as criminal history and physical and mental health status. The design should meet

the assessment needs for a secondary goal, i.e., producing accurate estimates of the female jail inmate population. The sampling designs also must provide reliable estimates for one or more of the domains to be considered. The awardee should also evaluate the jail field needs in producing state-level estimates even for a smaller number of states. For example, stakeholders and researchers might be interested in assessing the impact of California's Public Safety Realignment (PSR) on the field, which would require the ability to produce estimates specific to California. In every case, the awardee should present an analysis of the trade-offs between the costs and accuracy of the different designs and how they meet all these competing goals. In addition, the recipient of funds should do the following:

- i. Provide reliable national-level estimates of local jail inmates' characteristics
- ii. Address the optimal manner and timing for drawing the inmate sample, assuming a high level of jail inmate turnover and BJS's need for an up-to-date roster of the facility's inmates
- iii. Allow for a sample size large enough to produce precise estimates for those modules that are randomized (if needed to keep the maximum survey administration time under 45 minutes)
- iv. Address nonresponse issues associated with segments of inmate populations that are hard to reach, such as high-risk inmates and inmates housed in administrative segregation or mental health wards.

Goal 2: Survey Instrument Delivery and Pretest

1. The survey instrument should be available in English and Spanish. It must maximize respondent cooperation, ensure confidentiality, be easily understood by a respondent with a sixth-grade education, and impose a maximum respondent burden of 45 minutes. The instrument must be tailored for use by male and female inmates in jail facilities. This tailoring may include adapting terms or providing definitions, adapting indicators, and phrasing questions as appropriate to the differing contexts and needs of the male and female correctional populations. The questionnaire also must include appropriate skip patterns for routing inmates through the proper paths of the questionnaire based on their responses to previous items.
2. The applicant shall propose the most cost-effective mode for collecting data from inmates in local jails. BJS is also looking for design options that incorporate other modes of administration for locations where electronic data collection devices cannot be used. The applicant should demonstrate expertise using multiple modes of survey administration, including computer assisted personal interviewing (CAPI) and paper and pencil interviewing (PAPI), and propose modes of administration that (1) are cost-effective, (2) produce reliable data, and (3) minimize respondent burden. If more than one mode is selected, the plan must incorporate methods for either eliminating or reducing the effects of the different modes. In addition, the alternative instrument's content should be consistent with the primary instrument, and must be created from nonproprietary software commonly available to government and industry, in compliance with the government's desire for portability in applications. Authoring

software must be capable of producing a hard copy version of the SILJ interview instrument and the associated audio files.

3. The awardee shall deliver a working version of the instrument to the BJS PM for evaluation and testing 3 months prior to field testing. While designing the instrument, the awardee will also—
 - a. Explore if and how administrative data can be linked with survey data to collect information on variables such as an inmate's current charges, probation or parole status, sentencing information, and criminal history. This effort is intended to decrease respondent burden and may be used to verify inmate-provided information. If inmate-level information from administrative data is linked electronically to specific inmate interviews, inmate consent may be necessary. The awardee shall explore the practicality of pursuing this data-linking endeavor.
 - b. Explore the feasibility of using a core set of modules for all inmates, along with a rotating set of special-topic modules (e.g., health care) to maximize the content covered by the survey while maintaining the ability to make national estimates of inmate behaviors and characteristics. This method of administration may be necessary if the timing of the total instrument exceeds the recommended 45-minute cap.

4. Survey Pretest

- a. The awardee shall work with BJS to determine the final pretest universe of facilities and inmates based on efficiency and cost effectiveness. The applicant should consider the geographic locations and approximate number of inmates to sample in the pretest when estimating cost in the application for the pretest as described in item c below.
- b. The awardee will work with BJS to obtain Institutional Review Board (IRB) and Office of Management and Budget (OMB) approval for the testing of the instrument. In the draft OMB clearance package, the awardee should summarize the external recommendations and feedback used to develop the survey instrument, the burden hours, and relevant background research.
- c. The awardee shall field test the survey instrument and protocols in a sample of jails to assess the feasibility of using the instrument to obtain data from a nationally representative sample of jail inmates.

Goal 3: Pretest Results and Survey Instrument Revisions

1. The awardee shall deliver the field test data and documented results to BJS for review. Pretest results should include, but not be limited to, unit (facility and inmate) response rates, survey and item or section completion times (mean, median, mode, and range), and topics of issues, among others. The awardee shall work with BJS to finalize the list of requirements for the pretest analysis and documentation.
2. The awardee shall refine the survey. The revisions to the instrument and protocols should be based on the pretest results and BJS recommendations.

Project Management and Deliverables

The awardee should manage the SILJ project in an efficient manner that fosters communication with the BJS project manager (PM), BJS staff, and the awardee's project staff. Within 2 weeks of the award, the awardee's project director (PD) and key staff should meet with the BJS PM and BJS key staff in Washington, D.C. At this meeting, the awardee should present a schedule for achieving each goal of the project and be prepared to discuss it. For planning purposes, the awardee should use the dates for project goals presented in the table on page 12. The purpose of the initial meeting is to review the overall project goals and tasks, and discuss areas of concern related to the proposed project schedule, staffing plan, and other management requirements. This meeting will give BJS staff an opportunity to share their project experience and materials with the awardee. Within 2 weeks of this post-award meeting, the recipient should submit an updated version of the project schedule to BJS for the PM's review and comment. After the BJS PM and the awardee agree on the changes to the initial schedule, subsequent revisions to the schedule shall occur on an as-needed basis and must be submitted to the BJS PM.

The awardee should establish a routine method for updating BJS on the project's status, which must include at least one monthly conference call. The awardee shall work with BJS to develop an agenda prior to each call. The BJS PM and the awardee will establish other regular communication vehicles as needed.

Major Deliverables—

Goal 1: Research and Development

1. Stakeholder action plan.
2. Technical report with recommendations for the instrument design based on the awardee literature review and results from the expert panels and stakeholder feedback for expanding/enhancing topical domains. The awardee should review the previous SILJ and consider the value of maintaining comparability with prior survey domains such as inmate demographics, criminal history, and other focuses on social context.
3. Technical report that assesses the pros and cons of various sampling designs and recommended sampling strategies.
4. Final SILJ sample design.

Goal 2: Survey Instrument Delivery and Pretest

1. Deliver survey instrument construction by module domains.
2. Conduct survey pretest.

Goal 3: Pretest Results and Survey Instrument Revisions

	2015					2016										2017									
Schedule for Goals: Reporting Years 2015-17	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Goal 1: Research and Development																									
1. Stakeholder action plan																									
2. Technical report 1: Instrument design																									
3. Technical report 2: Sampling designs and sampling strategies																									
4. Final SILJ sample design																									
Goal 2: Survey Instrument Delivery and Pre-test																									
1. Deliver survey instrument																									
2. Conduct survey pretest																									
Goal 3: Post Pre-test Results and Survey Instrument Revisions																									

B. Federal Award Information

BJS estimates that it will make up to one award for a cost not to exceed \$1 million for a 24-month project period, beginning on October 1, 2015, and ending on October 1, 2017.

To allow time for, among other things, any necessary post-award review, modification, and clearance by OJP of the proposed budget, applicants should propose an award start date of October 1, 2015.

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

Type of Award¹

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

As discussed [later in the solicitation](#), important rules (including limitations) apply to any conference/meeting/training costs occurring under cooperative agreements.

Please note: Any recipient of an award under this solicitation will be required to comply with Department of Justice regulations on confidentiality and human subjects’ protection. See “Evidence, Research, and Evaluation Guidance and Requirements” under “Solicitation Requirements” in the [OJP Funding Resource Center](#).

Financial Management and System of Internal Controls

If selected for funding, the award recipient must—

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

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

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

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

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

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

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

Budget Information

What will not be funded:

- Proposals primarily to purchase equipment, materials, or supplies. (A budget may include these items if they are necessary to conduct data collection, research, development, demonstration, evaluation, or analysis.)
- Proposals that are not responsive to this specific solicitation.

Cost Sharing or Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Pre-Agreement Cost Approvals

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-

agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.² The 2015 salary table for SES employees is available at Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Director of BJS may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

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

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

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section under “Solicitation Requirements” in the [OJP Funding Resource Center](#).

² This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix C to 2 CFR Part 230.

C. Eligibility Information

Eligibility

For additional eligibility information, see Title page.

Cost Sharing or Match Requirement

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

Limit on Number of Application Submissions

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

D. Application and Submission Information

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may affect negatively the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJS has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, and resumes/curriculum vitae of key personnel. For purposes of this solicitation, "key personnel" means the principal investigator, and any and all co-principal investigators. Please review the "Note on File Names and File Types" under [How to Apply](#) to be sure applications are submitted in permitted formats.

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

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP's Grants Management System (GMS) take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

Intergovernmental Review: This funding opportunity (program) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the "Program is not covered by E.O. 12372.")

2. Project Abstract

The project abstract is a very important part of the application, and serves as an introduction to the proposed project. BJS uses the project abstract for a number of purposes, including the possible assignment of the application to a review panel. If the application is funded, the project abstract typically will become public information and be used to describe the project.

Applications should include a high-quality project abstract that summarizes the proposed project in 250–400 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 (Times New Roman) with 1-inch margins.

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

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

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

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

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

3. Program Narrative

The program narrative section of the application should not exceed 40 double-spaced pages in a 12-point font with 1-inch margins. If included in the main body of the program narrative, tables, charts, figures, and other illustrations count toward the 40-page limit for the narrative section. The project abstract, table of contents, appendices, and government forms do not count toward the 40-page limit.

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.³

Program Narrative Guidelines:

a. Title Page (not counted against the 40-page program narrative limit)

The title page should include the title of the project, submission date, funding opportunity number, and the name and complete contact information (that is, address, telephone number, and email address) for both the applicant organization and the principal investigator.

b. Resubmit Response (if applicable) (not counted against the 40-page program narrative limit)

If an applicant is resubmitting a proposal presented previously to BJS, but not funded, the applicant should indicate this. A statement should be provided, no more than two pages, addressing: (1) the title, submission date, and BJS-assigned application number of the previous proposal, and (2) a brief summary of revisions to the proposal, including responses to previous feedback received from BJS.

c. Table of Contents and Figures (not counted against 40-page program narrative limit)

d. Main Body

The main body of the program narrative should describe activities in the Statement of Work and address the evaluation criteria in depth. The narrative should also provide a detailed timeline and budget for project activities and demonstrate the applicant's capabilities for handling a national collection of criminal justice data. The following sections should be included as part of the program narrative:

- Statement of the Problem
- Project Design and Implementation
- Potential Impact
- Capabilities/Competencies

Within these sections, the narrative should address—

- Purpose, goals, and objectives

³ As noted earlier, if the proposed program or project reasonably could be conducted in discrete phases, with each phase resulting in completion of one or more significant, defined milestones, then BJS strongly recommends that the applicant structure the application—specifically including the narrative, expected scholarly products, timelines/milestones, and budget detail worksheet and budget narrative—to set out each phase clearly. (In appropriate cases, the expected scholarly product(s) from a particular phase may vary from those described above.) See generally, “Goals, Objectives, Deliverables, and Expected Scholarly Products” under “Program-Specific Information,” above.

- Review of relevant literature
- Detailed description of research design and methods, such as research questions, hypotheses, description of sample, and analysis plan
- Planned scholarly products (See [Goals, Objectives, Deliverables, and Expected Scholarly Products](#) under [Program-Specific Information](#), above, for a discussion of expected scholarly products.)
- Implications for criminal justice policy and practice in the United States
- Management plan and organization
- Data management plan:

All BJS-funded research requires development of a data management plan that guides data management activities throughout the agreement and ensures the timely release of the project's data and derived products after project completion. Applications must include a preliminary (2-page limit) data management plan that explains how data products will be developed, documented, formatted, and delivered to BJS in a manner that ensures optimal utility. Following funding of a proposal, the applicant will coordinate with an identified BJS data steward to develop a comprehensive data management plan which will be periodically reviewed and enhanced as the project evolves. The data management plan for this project is expected to address, at a minimum, the following:

- Roles, rights, and responsibilities of all project participants
- Expected data and metadata
- Data formats, organization, and dissemination approach
- Data retention and release timelines
- Data security, confidentiality protection, and other policy requirements
- Data archiving and preservation of access.

At project completion, all data and complete metadata descriptions must be provided to the BJS data steward. In addition, BJS requires the recipients of an award under this solicitation to submit to the National Archive of Criminal Justice Data (NACJD) at the University of Michigan (through BJS) all datasets that result in whole or in part from the work funded by BJS. These submissions must include all associated files and any documentation necessary to allow for future efforts by others to reproduce the project's findings and to extend the scientific value of the dataset through such secondary analysis. All datasets and necessary documentation are to be submitted 90 days prior to the end of the project period. For more information, see the "Program Narrative" section of "What an Application Must Include." For information that BJS has previously agreed not to make publicly available for a period of time or

that is undergoing review, data will be placed in a secure area until the period of exclusivity or review has expired.

- Plan for Dissemination to Broader Audiences (if applicable to the proposed project). Applicants should identify plans (if any) to produce or to make available to broader interested audiences—such as criminal/juvenile justice practitioners or policymakers—summary information from the planned scholarly products of the proposed project (such as summaries of articles in peer-reviewed scientific journals), in a form designed to be readily accessible and useful to those audiences. (Such dissemination might include, for example, trade press articles and webinars.)

e. Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. (Submission of performance measures data is not required for the application.) Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
Design instruments and develop protocols for the Survey of Inmates in Local Jails (SILJ).	<p>Percent of deliverables completed on time</p> <p>Percent of deliverables that meet expectations</p>	<p>Number of deliverables submitted on schedule as identified in Goal 1: Research and Development.</p> <p>Number of deliverables (including final reports) that meet BJS expectations as as identified in Goal 1: Research and Development and determined by BJS PM and management for depth, breadth, scope, quality of study, and pertinence including, but not limited to, the following:</p> <ul style="list-style-type: none"> – Successful development and completion of a systematic literature review of prior inmate surveys, conducted by BJS and other agencies

		<ul style="list-style-type: none"> – Successful development and timely completion of instruments that (1) have modules that meet BJS’s needs for specific information about jail inmates, (2) have content that is consistent with other relevant general population surveys (to the extent possible) to facilitate rate estimation, and (3) have protocols that enhance the capacity to adjust for nonresponse and reduce respondent burden by using administrative data. – Successful development and timely completion of the operational plan for the SILJ (1) refines/expands the existing modules in the instrument for use with jail inmates, (2) considers the use of administrative records to decrease burden or validate inmate self-reports, and (3) explores alternative modes of data collection. – Stakeholder action and support plan, to include a listing of stakeholders, plan to field the SILJ, and solicit feedback from stakeholders on the survey’s domain.
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	Develop a sample design to improve overall efficiency (if applicable)	Develop a proposed new sampling design to address emerging and pressing issues as identified in Goal 1: Research and Development
Test inmate survey instrument and protocols in a sample of jails and jail inmates.	Percent of deliverables completed on time Percent of deliverables that meet expectations	Number of deliverables submitted on schedule. Number of deliverables (including final reports) that meet BJS expectations as as identified in Goal 2: Survey Instrument Delivery and Pretest and determined by BJS PM and management for depth, breadth, scope, quality of study, and pertinence including, but not limited to, the following: Successful and timely completion of a field test of the inmate instrument and protocols for administering the survey. Provide clean and weighted electronic data file from field test and test results.
Refine survey instruments and provide pretest results.	Percent of data in the survey data set that are complete and accurate	Final pretest universe of facilities and inmates based on efficiency and cost-effectiveness.
	Percent of deliverables completed on time Percent of deliverables that meet expectations	Number of deliverables submitted on schedule. Number of deliverables (including final reports) that meet BJS expectations as as identified in Goal 3: Pretest results and Survey Instrument Revisions and determined by BJS PM and management for depth, breadth, scope, quality of study, and pertinence including, but not limited to, the following: – Successful and timely completion of revisions

		<p>to instruments and protocols that demonstrate that the results of pretesting are addressed appropriately, in that (1) revised instruments minimize measurement error and respondent burden while maximizing validity and comparability with general population surveys and (2) revised protocols result in plans that minimize the instrument's burden on facility operators while maximizing the use of administrative data to aid in estimation.</p> <ul style="list-style-type: none"> – Provide (1) final inmate and facility instruments and protocols and (2) a written report consisting of an analysis of the aspects of survey administration.
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f. Appendices (not counted against the program narrative page limitation) include—

- Bibliography/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 resumes of the principal investigator and any and all co-principal investigators. In addition, curriculum vitae, resumes, or biographical sketches of all other individuals (regardless of “investigator” status) who will be significantly involved in substantive aspects of the proposal (including, for example, individuals such as statisticians serving as consultants to conduct proposed data analysis).

- List (to the extent known) of all proposed project staff members, including those affiliated with the applicant organization or any proposed subrecipient organization(s), any proposed consultant(s) and contractors (whether individuals or organizations), and any proposed members of an advisory board for the project (if applicable). The list should include, for each individual and organization: name, title (if applicable), employer or other organizational affiliation, and roles and responsibilities proposed for the project.
- Proposed project timeline and expected milestones.
- A privacy certificate and human subjects protection certification of compliance must be completed for each project proposed in an application.
 - **Privacy Certification.** The privacy certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person, which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable data. A model certificate is located at www.bjs.gov/content/pub/pdf/bjsmpc.pdf.
 - **Human Subjects Protection Certification of Compliance.** BJS requires the funding recipient to submit proper documentation to be used to determine that the research project meets the federal requirements for human subjects protections set forth in 28 CFR Part 46. A model certificate, describing the necessary information to be provided by the funding recipient, can be accessed at www.bjs.gov/content/hscr.cfm.
- List of any previous and current BJS awards to applicant organization and investigator(s), including the BJS-assigned award numbers and a brief description of any scholarly products that resulted in whole or in part from work funded under the BJS award(s). (See "Goals, Objectives, Deliverables, and Expected Scholarly Products" under "Program-Specific Information," above, for definition of "scholarly products.")
- Letters of cooperation/support or administrative agreements from organizations collaborating in the project, such as law enforcement and correctional agencies (if applicable).
- List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable).
- Data archiving plan. Applicants should anticipate that BJS will require (through special award conditions, including a partial withholding of award funds) that data sets resulting in whole or in part from projects funded under this solicitation be submitted for archiving with the National Archive of Criminal Justice Data (NACJD).

Applications should include as an appendix a brief plan—labeled “Data Archiving Plan”—to comply with data archiving requirements. The plan should provide brief details about proposed data management and archiving, including submission to BJS (through NACJD) of all files and documentation necessary to allow for future efforts by others to reproduce the project’s findings and/or to extend the scientific value of the data set through secondary analysis. Pertinent files and documentation include, among other things, qualitative and quantitative data produced, instrumentation and data collection forms, codebook(s), any specialized programming code necessary to reproduce all constructed measures and the original data analysis, description of necessary de-identification procedures, and (when required) a copy of the privacy certificate and informed consent protocols.

The plan should be one or two pages in length and include the level of effort associated with meeting archiving requirements.

Note that required data sets are to be submitted 90 days before the end of the project period.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. (Work associated with satisfying data archiving requirements should be reflected.) BJS expects applicants to provide a thorough narrative to each section of the Budget Detail Worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at www.ojp.gov/financialguide/index.htm.

b. Budget Narrative

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be sound mathematically, and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion

of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

IMPORTANT NOTE: BJS requires that the application include a separate Budget Detail Worksheet and Budget Narrative for each proposed subcontractor or subrecipient of funds associated with the proposed program.

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

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

d. Pre-Agreement Cost Approvals

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

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a current federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.

6. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

7. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high

risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

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

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

8. Additional Attachments

a. Applicant disclosure of pending applications⁴

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

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

⁴ Typically, the applicant is not the principal investigator; rather, the applicant, most frequently, is the institution, organization, or company in which the principal investigator is employed.

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

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

b. Research and Evaluation Independence and Integrity

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

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

OR

- b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or sub-recipients) or

organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

- ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
 - a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants **MUST** also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

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

Considerations in assessing research and evaluation independence and integrity will include, but are not be limited to, the adequacy of the applicant's efforts to identify

factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant’s existing or proposed remedies to control any such factors.

9. Financial Management and System of Internal Controls Questionnaire

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

10. Disclosure of Lobbying Activities

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

How to Apply

Applicants must register in, and submit applications through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

BJS strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov is designed to forward successfully submitted applications to OJP’s 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 “&#amp;” 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:

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

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1–2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

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

Information about SAM registration procedures can be accessed at www.sam.gov.

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization’s DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/web/grants/register.html.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization’s AOR. Note that an organization can have more than one AOR.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.734, titled “Special Data Collections and Statistical Studies” and the funding opportunity number is BJS-2015-4131.
6. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

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

Note: Duplicate Applications

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

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the [Grants.gov Customer Support Hotline](#) or the [SAM Help Desk](#) to report the technical issue and receive a tracking number. Then applicant must email the BJS contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The email must describe the technical difficulties, and include a timeline of the applicant’s submission efforts, the complete grant application, the applicant’s DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJS does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant’s request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time.
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant’s computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at www.ojp.gov/funding/Explore/CurrentFundingOpportunities.htm.

E. Application Review Information

Selection Criteria

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

1. Statement of the Problem (20%)

Applicants will be reviewed on the content of the proposal and how it completely addresses the task in the Scope of Work with particular attention given to—

- Understanding of the goals and purposes of BJS's inmate surveys and how the 2018 SILJ will assist BJS in providing timely and relevant data about jail inmates.
- Understanding of the substantive issues that the SILJ can address and the priority issues that it could be used to address.
- Understanding of the challenges associated with implementing surveys in city and county jail facilities.
- Understanding of the challenges in managing a complex data survey from planning through dissemination of data.

2. Project Design and Implementation (30%)

- Demonstrated knowledge of applied survey research, including survey construction, sample issues, question issues, content issues, and bias issues.
- Ability to pretest research findings based on the objectives outlined in the Scope of Work.
- Completeness of the project design and implementation plans in addressing the scope of work.
- Extent to which project plans allow for flexibility of design and implementation.
- Recognition of the priority tasks in the scope of work and the development of a set of plans and contingency plans to enhance the probability of successfully completing the project.
- Economy of the project design, or the extent to which the plans run in parallel where possible rather than in serial fashion.
- Extent to which options, including sample design options, enable applicants to achieve response rate and data quality goals, while controlling for costs.
 - Extent to which plans provide state-of-the-art options for addressing nonresponse and missing data, including imputation strategies.

3. Capabilities and Competencies (30%)

- Demonstrated ability of staff in understanding survey research, including survey design and sample design.
- Demonstrated ability and experience in collecting data from respondents incarcerated in correctional facilities.

- Demonstrated existence of an independent and adequate computing environment with required data protections and demonstrated knowledge of standard social science data processing software.
- Demonstrated ability to produce data files for analysis in SAS, SPSS, and STATA.
- Demonstrated ability to complete the Scope of Work with documented evidence of extensive knowledge and experience in survey and sample design.
- Demonstrated experience and success in conducting surveys with jail inmates and, in so doing, achieving high response rates, obtaining high-quality data, and collecting and maintaining data confidentially.
- Demonstrated experience and success with multiple and mixed modes of collection and demonstrated understanding of the use of the appropriate modes in correctional settings.
- Demonstrated substantive understanding of jail operations, policies, and policy issues.
- Demonstrated understanding of survey research, including questionnaire design, sample design, and survey administration.

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

- Extent to which the data collection plans for the performance measures are built into the project design and the applicant’s survey management information system.
- Efficiency of the plan for collecting the data needed to assess whether the grantee has achieved the performance measures.

5. Budget (15%)

- Extent to which staff resources allocated in the budget are appropriate for the project tasks.
- Appropriateness of budgeted items for achieving project goals.
- Demonstrated fiscal, management, staff, and organizational capacity to provide sound management for the project.

Peer reviewers will consider and may comment on the following additional items in the context of scientific and technical merit.

1. Total cost of the project relative to the perceived benefit (cost effectiveness)
2. Appropriateness of the budget relative to the level of effort
3. Use of existing resources to conserve costs
4. Proposed budget alignment with proposed project activities.

Plan for Dissemination to Broader Audiences (if applicable to the proposed project)

Peer reviewers may comment—in the context of scientific and technical merit—on the proposed plan (if any) to produce or to make available to broader interested audiences, such as

criminal/juvenile justice practitioners or policymakers, summary information from the planned scholarly products of the project.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. BJS reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

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

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

BJS may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements.

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

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

All final award decisions will be made by the Director of the Bureau of Justice Statistics. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, planned scholarly products, proposed budgets, past performance (including scholarly products) under prior BJS and OJP awards, research independence and integrity, strategic priorities, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

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

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, that are included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed it on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

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

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

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements⁵ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements. For example, certain efforts may call for special requirements, terms,

⁵ See generally 2 CFR 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases.

OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

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

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

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

BJS awards made under this kind of solicitation will also typically include a number of special conditions including, among others, the following:

- First, the project will be funded as a cooperative agreement. The basis for using a cooperative agreement is the substantial involvement of BJS in providing information, guidance, and direction relative to special data collections and the development of statistical studies. BJS will exercise general approval over the entire project subject to the recipient's rights to disclose and publish certain information after review and comment by BJS, as set forth in this solicitation.
- Second, the award recipient will agree that no funds provided may be used to author or prepare reports, journal articles, speeches or studies, or other publications without the prior written approval of BJS, regardless of whether the data used in the publications or other releases are publicly available.
- Third, BJS will retain all rights to exclusive use of the data until BJS releases the public-use dataset, which will be available to the public via the Internet and at the National Criminal Justice Data Archives at the University of Michigan. The award recipient will not be able to release or disclose any data collected through this cooperative agreement without prior written BJS approval or until the dataset has been released to the public. This includes, but is not limited to, presentations at professional conferences and meetings, press releases, and grant applications. Protected data includes all data collected by, or on behalf of, BJS that BJS has not yet released to the public, but does not include aggregate results derived from the data by the recipient, provided that such

results do not contain any confidential, proprietary, or personally identifiable information.

- Fourth, the award recipient will retain nonexclusive use of any methodological findings derived by the recipient or BJS from the project, subject to the following condition: Only with the prior review and written comment by BJS, which includes the mutual agreement on the representation of BJS methodologies, may the recipient publicly disclose its or BJS's methodologies derived from the project prior to the release of the dataset. Such review and comment period shall not exceed forty-five (45) days of receipt of the proposed publication. Any such disclosures of the recipient's or BJS's methodologies must be public in nature and contribute meaningfully to the development and advancement of social science research. Public disclosure may include, but is not limited to, presentations at professional conferences and meetings, articles appearing in widely distributed publications, and Internet postings or similar outlets that constitute a broad public release of the methodological information.

General Information About Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semiannual progress reports, a final progress report, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Applicants should anticipate that progress reports will be required to follow the non-budgetary components of the Research Performance Progress Report (RPPR) template/format. General information on RPPRs may be found at www.nsf.gov/bfa/dias/policy/rppr/. Future awards and fund drawdowns may be withheld if reports are delinquent.

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

As indicated earlier in this solicitation, BJS recognizes that scholarly products may result from an award under this solicitation. Applicants should review the [Goals, Objectives, Deliverables, and Expected Scholarly Products](#) segment of the "Program-Specific Information" section of this solicitation, as well as the "Performance Measures" section. In addition to any specific expectation of scholarly products, successful applicants under this solicitation will be required to submit the following deliverables regarding the work funded by the BJS award.

Draft and Final Summary Overview of the Work Conducted under the Award

The overview is expected to provide an overall summary of the work under, and results of, the project funded by BJS under this solicitation. Among other things, the summary overview should address the purpose of the project, project subjects (if applicable), project design and methods, data analysis, project findings, and implications for criminal justice policy and practice in the United States.

A draft summary overview no longer than 10 pages (double-spaced) is to be submitted 90 days prior to the end of the project period for BJS review and comment.

Required Data Sets and Associated Files and Documentation

As discussed earlier, BJS requires recipients of an award under this solicitation to submit to NACJD all datasets that result in whole or in part from the work funded by BJS, along with the final Data Management Plan, associated files, and any documentation necessary to allow for future efforts by others to reproduce the project's findings and to extend the scientific value of the dataset through secondary analysis. All datasets and necessary documentation are to be

submitted 90 days prior to the end of the project period. For more information, see the “Program Narrative” section of [What an Application Should Include](#).

G. Federal Awarding Agency Contact(s)

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

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

H. Other Information

Provide Feedback to OJP

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

IMPORTANT: This email is for feedback and suggestions only. Replies are not sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, you must directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. Note: Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

Survey of Inmates in Local Jails (SILJ): Design and Testing

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

_____ Acquire a DUNS Number (see page 30)

_____ Acquire or renew registration with SAM (see page 30)

To Register with Grants.gov:

_____ Acquire AOR and Grants.gov username/password (see page 30)

_____ Acquire AOR confirmation from the E-Biz POC (see page 30)

To Find Funding Opportunity:

_____ Search for the funding opportunity on Grants.gov (see page 31)

_____ Download Funding Opportunity and Application Package (see page 31)

_____ Sign up for Grants.gov [email](#) notifications (optional) (see page 31)

_____ Read [Important Notice: Applying for Grants in Grants.gov](#)

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

_____ (1) application has been received

_____ (2) application has either been successfully validated or rejected with errors
(see page 31)

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

_____ contact BJS regarding experiencing technical difficulties
(see page 31)

General Requirements:

_____ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

What an Application Should Include:

_____ Application for Federal Assistance (SF-424) (see page 15)

_____ Project Abstract (see page 16)

_____ Program Narrative (see page 16)

_____ Appendices (see page 22)

_____ Budget Detail Worksheet (see page 24)

_____ Budget Narrative (see page 24)

_____ Employee Compensation Waiver request and justification (if applicable) (see page 14)

_____ Read OJP policy and guidance on “conference” approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm

(see page 14)

_____ Disclosure of Lobbying Activities (SF-LLL) (see page 29)

_____ Indirect Cost Rate Agreement (if applicable) (see page 25)

_____ Tribal Authorizing Resolution (if applicable) (see page 25)

_____ Applicant Disclosure of High Risk Status (see page 26)

_____ Additional Attachments

- _____ Applicant Disclosure of Pending Applications (see page 26)
- _____ Research and Evaluation Independence and Integrity
(see page 27)
- _____ Financial Management and System of Internal Controls Questionnaire (if applicable)
(see page 29)