

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



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is seeking applications from state Statistical Analysis Centers (SACs) to receive funding under the 2016 State Justice Statistics (SJS) program. This program furthers the Department's mission by supporting the collection, analysis, and dissemination of statistical information on crime and criminal justice at the state and local level. BJS is specifically authorized by federal statutes to provide assistance in the development of state and local government justice information systems, and BJS is directed to give primary emphasis to the problems of state and local justice systems (42 U.S.C. § § 3731, 3732). SACs, each established by state legislation or executive order, are one important mechanism by which BJS fulfills its mandate under these statutes. For the purpose of this solicitation, "state" includes the District of Columbia and U.S. territories.

State Justice Statistics Program for Statistical Analysis Centers, 2016

Applications Due: March 31, 2016

Eligibility

Eligible applicants are limited to Statistical Analysis Centers established by state legislation or executive order. (See more information in "Eligibility" section on page 4.)

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

Deadline

Applicants must register in [OJP's Grants Management System](#) (GMS) prior to submitting an application for this funding opportunity. Registration is required for all applicants, even those previously registered in GMS. Select the "Apply Online" button associated with the solicitation title. (See "How to Apply," page 25.) All registrations and applications are due by 5:00 p.m. eastern time on March 31, 2016.

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 Management System Support Hotline at 888-549-9901, option 3, or via email at GMS.HelpDesk@usdoj.gov. The [GMS](#) Support Hotline hours of operation are Monday - Friday from 6:00 a.m. to midnight eastern time, except federal holidays.

Applicants that experience unforeseen GMS 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 GMS Technical Issues" in the [How to Apply](#) section.

For assistance with any other requirements of this solicitation, contact Devon B. Adams, Chief, Criminal Justice Data Improvement Program, by telephone at 202-307-0765, or by email at askbjs@usdoj.gov. Include SJSSAC16 in the subject line.

Release date: February 5, 2016

Contents

A. Program Description	4
Overview	4
Program-Specific Information	5
Goals, Objectives, and Deliverables	6
Evidence-Based Programs or Practices	13
B. Federal Award Information	13
Type of Award	14
Financial Management and System of Internal Controls	14
Budget Information	15
Cost Sharing or Matching Requirement	15
Pre-Agreement Cost (also known as Pre-award Cost) Approvals	15
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	15
Costs Associated with Language Assistance (if applicable)	15
C. Eligibility Information	15
Limit on Number of Application Submissions	16
D. Application and Submission Information	16
What an Application Should Include	16
How to Apply	25
E. Application Review Information	27
Review Criteria	27
Review Process	28
F. Federal Award Administration Information	29
Federal Award Notices	29
Administrative, National Policy, and other Legal Requirements	29
General Information about Post-Federal Award Reporting Requirements	31
G. Federal Awarding Agency Contact(s)	31
H. Other Information	32
Provide Feedback to OJP	32
Application Checklist	33

State Justice Statistics Program for Statistical Analysis Centers, 2016 (CDFA # 16.550)

A. Program Description

Overview

This program announcement describes the guidelines and requirements of the FY 2016 State Justice Statistics (SJS) Program for Statistical Analysis Centers (SACs). Since 1972, the Bureau of Justice Statistics (BJS) and its predecessor agency, the National Criminal Justice Information and Statistics Service, have provided support to state and territorial governments to establish and operate SACs to collect, analyze, and report statistics on crime and justice to federal, state, and local levels of government and to share state-level information nationally. The information produced by SACs and their involvement in criminal justice projects are critical to federal, state, and local criminal justice agencies and community organizations as they develop programs and policies related to crime, illegal drugs, victim services, and the administration of justice.

Eligibility

State SACs are the only entities eligible to apply for funds under the SJS program. Applicants must meet the requirements for a SAC as specified in these guidelines.

The applicant SAC must be authorized by state legislation or executive order. The SAC must be a nonpartisan professional organization that serves all branches of the criminal justice system, all levels of government in the state, and the general public. Objectivity, independence, and visibility are important considerations in determining its placement in the state government. It is desirable that the SAC not be part of an agency that has line responsibilities in criminal justice programs; if the SAC is located in such an agency (e.g., state police, department of corrections, administrative office of the courts), special provisions must be made to ensure the SAC's broad mission, objectivity, independence, and visibility. These provisions must be documented in each application for funding. Examples of such provisions are letters of agreement from agencies that deal with other aspects of criminal justice in the state, or a SAC advisory board that includes policy-level officials of such agencies. The SAC must inform BJS of any substantive changes in these provisions, such as changes in the structure of the advisory board or revisions in the scope of letters of agreement.

Applications for SAC funding must contain an explanation of the placement of the SAC within the state organization structure, including the SAC's relationship to the governor's office, other relevant state agencies, and any other organizations included as recipients of funds in the application. A current list of SACs in each state is available at www.irsa.org/sac/saclist.html. The SAC must be staffed by professionals skilled in the application of statistical methods and techniques, including a SAC director whose background includes the education and experience appropriate to the position. SAC staff should be familiar with the factors, issues, and processes involved in crime and the criminal justice system. Each application must identify the SAC director and other key personnel and must provide brief summaries of their qualifications. However, a duplicate qualification summary need not be provided if it was submitted as part of

an earlier application. Job descriptions must be provided for vacant positions. If the SAC directorship becomes vacant after an award is made, the recipient agency must notify BJS and submit the position description and required qualifications to be used in recruiting a replacement. When a replacement is designated, a resume of the individual's qualifications must be submitted to BJS for approval.

It is permissible for some or all of the work to be performed under the SAC's overall direction by other persons or organizations, such as other state agencies, universities, nonprofit research firms, and private consultants. If work will be performed outside of the SAC, the application must include the qualifications of those performing the work. A SAC that wishes to apply for funds in cooperation with another organization but lacks the authority to transfer funds to the cooperating organization should contact its BJS state monitor.

Program-Specific Information

MESSAGE FROM THE DIRECTOR

In 1972, BJS's predecessor, the National Criminal Justice Information and Statistics Service, an office of the Law Enforcement Assistance Administration, announced the establishment of a program to bring about a coordinated approach to the development and implementation of criminal justice statistics and information systems in the states. This strategy, called the Comprehensive Data Systems program, had as its centerpiece what came to be known as Statistical Analysis Centers (SACs).

These centers were intended to be the single point of contact in the states for collecting or otherwise acquiring crime and justice data, analyzing and disseminating the data, and helping criminal justice planners and decision-makers formulate rational and sound public policy. The centers were also charged with coordinating the development of criminal justice information systems in the state when no other agency had been assigned that responsibility. Federal funding helped establish SACs in the states and provided basic support for salaries and fringe benefits, equipment necessary to achieve SAC goals and objectives, limited travel and training, and contractual support when needed.

At various times, BJS augmented the basic program with competitively chosen awards whereby a SAC identified a critical issue in the state and developed a strategy to address it. Many significant policy analyses resulted from these programs. In 1996, BJS Director Jan Chaiken announced a significant reorientation of the program to specific products and deliverables, and the SACs were asked to address a designated theme or group of issues each year. That "new" State Justice Statistics Program (SJS) for Statistical Analysis Centers was intended to help SACs be more topical and stronger statistical resources for the states.

In fiscal year (FY) 2014, I announced a refocusing of the SJS program on the core mission of the SACs—a return to building the fundamental SAC capabilities to collect, analyze, and publish statistical data that support the states' strategic criminal justice planning needs. In FY 2016, BJS continues to focus on core capacity-building projects, including (a) carrying out research using incident-based crime data that are compatible with the National Incident-Based Reporting System (NIBRS), (b) measuring criminal justice system performance, and (c) projects that demonstrably increase access to important statistical data in the state.

We also provide enhanced support for projects that are of particular interest to BJS. These "special emphasis" projects include using administrative criminal justice data for research,

conducting targeted analyses that use the state's criminal history records, and carrying out a statewide crime victimization survey. Each of these areas can complement many BJS efforts to build national statistical collections.

I want to reaffirm BJS's commitment to the mission of the SACs and our continuing belief in the value of the critical work you carry out. Our statutory mandate is the collection, analysis, publication, and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operations of justice systems at all levels of government. We recognize that this is a mission we share with you. BJS remains proud of our 40-year partnership with the SACs and my hope is that the refocused SJS program will further enhance our joint efforts.

William J. Sabol, Director
Bureau of Justice Statistics

Goals, Objectives, and Deliverables

In the United States, most criminal justice activities take place at the state and local levels of government. Through the systematic collection and analysis of data on these activities, BJS is able to comply with its authority to publish and disseminate statistical information on crime and the operation of justice systems, giving emphasis to state and local justice system needs. State and local governments use these data for policy analysis, planning, assessing justice system operations, and evaluating programs. BJS is specifically authorized by statute (42 U.S.C. § 3732) to provide assistance in the development of state and local government justice information systems, and is directed to give primary emphasis to the problems of state and local justice systems (42 U.S.C. § 3731).

Relying on these statutory authorizations, since 1972, BJS and its predecessor agency, the National Criminal Justice Information and Statistics Service, have provided funding to state and territorial governments for the establishment and operation of state SACs to collect, analyze, and report statistics on crime and justice to federal, state, and local levels of government, and to share state-level information nationally. BJS believes that the information produced by SACs and their involvement in criminal justice projects are critical to federal, state, and local criminal justice agencies and community organizations as they develop programs and policies related to crime, illegal drugs, victim services, and the administration of justice.

The SACs, which are established by state legislation or executive order, are one important mechanism by which BJS fulfills its mandate under this statute. Currently, there are SACs in the 50 states, the District of Columbia, Puerto Rico, and the Northern Mariana Islands.

The Justice Research and Statistics Association (JRSA) is the professional membership association of SAC directors. In addition to the SJS SAC program, for many years BJS also provided funding to JRSA to deliver technical assistance and training to the SACs, to coordinate the dissemination of SAC research reports, and to help coordinate special multistate research projects of interest to BJS. These efforts were designed to—

- enhance states' capabilities to collect, analyze, and interpret data on justice issues relevant to the states and to the nation
- make maximum use of state statistical organizations and state-level data collected by BJS and other Department of Justice components

- provide a mechanism for collaboration among the states and the federal government to collect, maintain, and build data systems having common informational components, and to share state-specific information pertaining to vital justice system data
- share research, definitions, data collection methods, survey materials and techniques, and data analysis procedures among the states and the federal government to improve the availability, quality, and comparability of the data and to reduce the burden on these entities to collect and disseminate this information
- better serve the information needs of the states and the federal government by providing a core body of knowledge on the administration of criminal justice in each state.

FY 2016 SJS Program Focus

The FY 2016 SJS program will concentrate on building the core capacities of the state SAC and improving the sharing of state-level information nationally. The emphasis of this year's SJS program is on enhancing the SAC's capabilities to collect, analyze, and publish statistical data that support the state's strategic criminal justice planning needs as well as BJS and national priorities. Additionally, SACs are strongly encouraged to collaborate with their State Administering Agency (SAA) on developing FY 2016 SJS program projects.

This year, BJS will provide funds for core capacity-building projects and special-emphasis capacity-building projects focused on specific capacities. Under the first category, BJS is emphasizing the enhancement of the SAC's capabilities to collect, analyze, and publish statistical data that support the state's strategic criminal justice planning needs:

- Core capacity-building projects may include (a) carrying out research and analyses using incident-based crime data that are compatible with NIBRS, (b) measuring criminal justice system performance, (c) increasing access to statistical data, or (d) other capacity-building project identified by the SAC.

Under the second category, BJS is emphasizing the development or enhancement of the SAC's capabilities to collect, analyze, and publish statistical data on criminal justice issues relevant to the states and to the nation, particularly those that enhance, complement, or expand specific BJS collections and priorities:

- Special-emphasis capacity-building projects should support core BJS and national priorities and may include (a) using administrative criminal justice data for research, (b) conducting targeted analyses that uses the state's criminal history records, or (c) carrying out a statewide crime victimization survey.

SJS Program Areas

I. Core Capacity-Building Projects

Projects in the following areas are seen as priority capacity-building activities. Core capacity-building projects should focus on enhancing or building access to new sources of data and improving analytic capability to collect, analyze, and interpret data on criminal justice issues, rather than maintaining current efforts. For example, funds should not be requested to update annual or reoccurring reports unless it involves a substantial revision in methods or new sources of data.

- A. Carrying out research using incident-based crime data that are compatible with NIBRS.** The SAC may use SJS funds to conduct research and analysis of NIBRS-compatible incident-based data that will reflect the utility of these data for studying criminal justice issues. Analyses of this sort support the National Crime Statistics Exchange (NCS-X) Initiative, a joint BJS and FBI undertaking to expand the number of law enforcement agencies submitting incident-based crime data to the FBI's NIBRS. **A necessary component of such a project must be an assessment and review of the data quality of the incident-based data used. Final reports must include a thorough discussion of data quality. Results of the analysis may help the state's crime reporting program focus training/outreach activities to improve data quality. These analyses must also result in a publishable quality report that will be disseminated nationally.**

One goal of the NCS-X Initiative is to assess the quality and completeness of incident-based crime data being reported by local law enforcement agencies to the FBI's NIBRS. To support this goal, BJS is particularly interested in analyses that will—

- Examine how law enforcement agencies have recorded the relationship(s) between the victim(s) and the offender(s) for violent offenses reported to that state's incident-based reporting (IBR) program and/or to NIBRS, to look at changes over time in the types of relationships identified, to determine if reporting practices differ across reporting units, and where applicable, to assess the crosswalk from state IBR relationship categories to the federal NIBRS relationship categories.
- Provide analysis and evaluation of state IBR and/or NIBRS data for understanding property crimes, both personal and commercial, including an assessment over time and across reporting units of the quality and completeness of data elements that record property type and value, how fraud offenses are categorized, and clearance information. If the state IBR program has different reporting requirements for property crimes than the federal program, the analysis should include a comparison of the state and federal requirements.
- Examine the reporting of simple and aggravated assaults to the state IBR program and/or NIBRS to assess for differences in how local law enforcement agencies have recorded assault over time and across reporting units, and to determine if any correlation exists between clearance rates for assaults and changes in recording practices across the years, controlling for other contextualizing factors.
- Compare incident-based crime reporting practices across reporting units in the state over time in order to understand changes in the use of different incident-based data codes (e.g., different values for victim-offender relationship, use of bias-motivation data element) and the impact of changes to the IBR reporting requirements on data provided by local law enforcement agencies.

In addition, SJS funds under this priority area may also be used to examine the utility of linking incident-based crime reports to a state's criminal history records for research purposes and be conducted in partnership with the state's criminal history record repository. **Similarly, a necessary component of such a project must be an assessment and review of the quality of the criminal history record information used.**

- B. Measuring criminal justice system performance.** The SAC may use SJS funds to help the state develop and improve criminal justice performance measures and make analytical tools available to agencies to assess performance in addressing public safety and administration of justice goals. For example, a SAC could use SJS funds for data collection or research that helps inform or otherwise plan for the state's use of Byrne Justice Assistance Grant funds, Juvenile Accountability Incentive Block grant funds, or other Department of Justice funds. The SAC may also use or leverage other federal funds to carry out evaluations of drug courts, mental health courts, or other federally funded state initiatives.
- C. Increasing access to statistical data.** The SAC may use SJS funds for Internet infrastructure development, enhancements, and linkages, including building or enhancing a website, computer support, and preparing reports for dissemination via the Internet. BJS encourages website enhancements that include downloadable datasets and spreadsheets, online analytic capabilities, graphical presentations, and animation designed to present and explain movement of trends.
- D. Other capacity-building project identified by the SAC.** The SAC may use SJS funds to support research examining another topic, provided that the project builds the SAC's capacity to collect, analyze, and report on criminal justice statistics and to share state-level information nationally. The application must also be accompanied by persuasive documentation and justification that the subject is a top priority for the state's governor or criminal justice policy officials and that it is appropriate to use federal funds to support the work.

If a SAC seeks funding under the core capacity-building area, the application **must** include a specific justification for each proposed project that fully explains exactly how the project will respond to capacity-building needs identified by the SAC. **This explanation should, in effect, be a long-range plan that includes (1) an assessment of the SAC's current data collection, analysis, and publication capabilities; (2) a description of how the project(s) proposed will enhance those capabilities; and (3) a description of how the capacity built will be maintained after the conclusion of the SJS award.** The strength of the justification and plan included will be an important consideration for BJS in making a final award decision on the SAC's application. The intent is for federal funds to build new or enhance current capacities as opposed to simply maintaining current efforts. A maximum of \$60,000 annually may be sought for core capacity-building projects; the timeframe may range from 12 to 36 months based on the nature of the proposed project(s) and the quality of the supporting strategic plan. At the end of the project period, final deliverables **must** be submitted to BJS as part of the final progress report (including but not limited to any other final reports, evaluations, and website enhancements). Applications may also include travel funds for up to two people to attend a SJS-focused conference/workshop/meeting approved by BJS. Travel costs can be separate from the funding cap on core capacity-building or special-emphasis projects.

II. Special-Emphasis Capacity-Building Projects

A SAC may also apply for funding to support special-emphasis projects that support projects of particular interest to BJS or national priorities in these specific areas:

- A. Using administrative or operational criminal justice data for research.** SACs are encouraged to seek SJS funds to implement new or enhance existing interfaces or data exchange technologies that improve statistical and research access to data and systems maintained by other state or local entities, including departments of correction and

prison, parole, probation, prosecutor, judicial, victim service, and law enforcement agencies.

For example, funds may be requested to establish the SAC's technical capacity to conduct criminal history records-based research. Funds may also be requested to help establish data exchanges that would provide the SAC with data on—

- admissions, exits, and stock populations for jails, probation, and/or parole
- criminal case initiations, dispositions, and sentences
- employment and/or wages earned
- emergency room admissions data to support research on violent injuries, drug abuse, and other relevant issues.

Proposed projects must include both (1) the establishment of the data exchange capacity and (2) the use of this capacity in the form of a targeted research project. The project must also include a systematic assessment of the quality of these data, which will be incorporated as a project deliverable. **This assessment should follow a standardized approach, such as through use of the data quality assessment tool developed by the Federal Committee on Statistical Methodology or a similar tool that considers all aspects of quality from a statistical perspective.**¹ A letter of cooperation or support from the operational agency or agencies involved should be included with the application.

B. Conducting targeted analyses that use the state's criminal history records. BJS encourages SACs to use the state's criminal history records for research. A SAC may also use SJS funds to support analyses of—

- patterns of criminal behavior such as sex offending, stalking, or domestic violence
- arrests, prosecutions, and convictions for firearms-related offenses
- the effect of indigent defense on criminal case outcomes
- prisoner or probationer recidivism, including rates of rearrest, reconviction, and return to custody
- the implementation or impact of programs such as drug courts, prisoner reentry initiatives, or specialized probation programs on recidivism
- the linkage of criminal history records to other data sources to explore factors that may affect patterns of offending or recidivism.

¹ See *Data Quality Assessment Tool for Administrative Data* by a working group of the Federal Committee on Statistical Methodology, available at www.bls.gov/osmr/datatool.pdf.

BJS is particularly interested in analyses that will—

- Evaluate the accuracy and completeness of the state's criminal history records for the purpose of identifying statewide record improvement strategies, in partnership with the state's criminal history record repository or National Criminal History Improvement Program (NCHIP) administering agency. Areas explored may include the extent to which arrest information is followed by prosecutor or court disposition information, how probation or parole violations are reflected on records, how law enforcement practices around warrant arrests may affect data quality, and how the use of free text or unstructured data fields may affect the use of records.
- Explore the feasibility of using the state's criminal history records as a source of statewide arrest or booking statistics, in collaboration with the state's criminal history record repository or NCHIP administering agency. Areas explored may include the uniformity of reporting practices by law enforcement, courts, and corrections agencies in a state; and the correlation between criminal history data and other sources of arrest, prosecution, and court case processing data.
- Explore the quality of court and sentencing data to examine felony case processing, in partnership with the state's court administrative office, sentencing commission, or similar agency. Areas explored may include the extent to which these records can support analysis of criminal case processing time, analysis of charge or plea bargaining, and analysis of case outcomes of domestic violence arrests.

SAC grants that may support such analyses will be awarded with the condition that the research documents (including but not limited to basic research questions, methodology, sampling procedures, instrumentation (if any), and analysis plan) will be submitted to BJS for review and approval, if they are not included with the SAC application. Because BJS is very interested in uniformity across states in such analytical areas, collaboration between states or a multi-SAC approach is encouraged.

C. Conducting a crime victimization survey. The SAC may use SJS funds to support implementation of a crime victimization survey designed to provide state, regional, or local-level estimates of victimization in the state and allow comparison with national estimates provided by BJS's National Crime Victimization Survey. All SAC grants that may support such a survey will be awarded with the condition that the basic methodology, sampling procedures, and survey instruments be submitted to BJS for review and approval prior to fielding the survey. Support for such surveys will be contingent on the SAC adequately addressing methodological concerns around survey modes, nonresponse adjustments, post-stratification weighting, and other issues that typically affect crime victim surveys. Consultation with BJS's Victimization Statistics Unit in developing an application in this area is strongly encouraged. Specifically, the proposal should define and provide a rationale or justification for—

- **Target population:** What population will be the focus of the survey (e.g., total state population, total state household population, a specific city or cities or counties within a given state)? Are both adults and children eligible? Key populations of interest across states may vary but need to be clearly defined.

- **Sample design and frame:** What will be used as the sampling frame? How will the sample be selected? Will there be oversampling, stratification, or other design features to enhance the precision or reliability for certain subpopulations? How will persons be selected (e.g., one person per household or all eligible persons)? Provide a power analysis to justify the sample size and assumptions about expected response rates and expected precision for key estimates of specific population characteristics.
- **Mode and data collection procedures:** What mode will be used? If mixed mode will be used, how will potential response differences be addressed? What strategies will be used to minimize nonresponse? Are incentives being used? If so, what is the justification for the type and amounts? Describe procedures for ensuring confidentiality, consent, and respondent safety. How will consent be handled if children are to be interviewed? The choice of mode and data collection procedures should consider expected coverage, response rates, cost, and quality of response.
- **Instrumentation:** Describe the key estimates of interest to be published and how they will be operationalized. What type of validation and testing were performed or will be performed prior to fielding the instrument? What is the expected respondent burden (in minutes or partial hours)? Instrument design and scope should consider issues related to various aspects of validity and measurement error, key metrics (prevalence versus incident-based approach to counting victimization), burden, sensitivity of items, and interview conditions (e.g., respondent privacy), among others.
- **Data processing and editing:** Describe how the collection data will be processed, including editing procedures, imputation and weighting procedures for unit and item nonresponse, production of variances and standard errors, and technical documentation.

If a SAC seeks funding under the special-emphasis project area, the application must include an impact statement that provides additional justification for each proposed project regarding how each project will directly support or enhance BJS and national priorities. The strength of the impact statement will be an important consideration for BJS in making a final award decision on the SAC's application. For example, the national impact statement should address areas such as how the project will support the sharing of state-level information nationally; enhance the state's capability to collect, analyze, and interpret data on criminal justice issues relevant to the states and the nation; support or enhance specific BJS collections by, for example, increasing access to the new data sources, improving coverage, reducing respondent burden, and/or improving or implementing uniformity across states in analytical efforts; if and how the state will make maximum use of state-level data collected by BJS and/or other DOJ components to conduct analyses; and/or how the project findings will be used to influence state criminal justice policy and practice, including describing who is interested in the data and its intended uses.

BJS also encourages collaboration among the SACs (i.e., multi-SAC projects), particularly in projects that may leverage one SAC's expertise in another SAC's proposed project to help build capacity. At the end of the special-emphasis project period, final deliverables must be submitted to BJS as part of the final progress report (including final reports, evaluations, and website

enhancements). Up to \$150,000 annually may be sought for a special-emphasis project; the timeframe may range from 12 to 36 months based on the nature of the proposed project(s) and quality of the supporting justification, although funding may not be available for the full duration of the project in FY 2016. BJS anticipates making up to 15 awards for special-emphasis projects.

Evidence-Based Programs or Practices

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

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

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

B. Federal Award Information

BJS estimates that it will make up to 40 awards of up to \$210,000 (approximately 10-15 awards up to \$210,000) for an estimated total of \$4.65 million for a 12- to 36-month project period, beginning no earlier than August 1, 2016.

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

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

Type of Award²

BJs expects that it will make any award from this announcement 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 announcement.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity³) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the recipient (and any subrecipient) is managing the federal award in compliance with Federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor the recipient’s (and any subrecipient’s) compliance with statutes, regulations, and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the recipient (or any subrecipient) considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

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

² 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)).

³ For purposes of this solicitation (or program announcement), “pass-through entity” includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation (or program announcement) that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

Budget Information

Cost Sharing or Matching Requirement

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

Pre-Agreement Cost (also known as Pre-award Cost) Approvals

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

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. 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.

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/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training 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](#).

C. Eligibility Information

For additional eligibility information, see title page.

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

Limit on Number of Application Submissions

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

D. Application and Submission Information

What an Application Should Include

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

Moreover, applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Under this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative. 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,” “résumés”) for all attachments. Also, OJP recommends that applicants include résumés 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. GMS takes information from the applicant’s profile to populate the fields on this form. When selecting “type of applicant,” if the applicant is a for-profit entity, select “For-Profit Organization” or “Small Business” (as applicable).

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

2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

- Written for a general public audience
- Submitted as a separate attachment with “Project Abstract” as part of its file name
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins

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

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

3. Program Narrative

The main body of the program narrative should describe the proposed project in depth. The program narrative should include the following sections:

- Statement of the Problem
- Project Design and Implementation – including the long range plan/assessment of capabilities described in detail below
- Impact Assessment Statement (for special-emphasis project proposals)
- Capabilities and Competencies
- Plan for Collecting the Data Required for this Solicitation’s Performance Measures

Within these sections, the narrative should address the following areas:

- **Section a: Statement of the Problem - Background and Identification of Needs.** The narrative should include an explanation of the SAC’s placement within the state organizational structure, a brief summary of the qualifications of the SAC Director and other key personnel, a description of the roles and responsibilities of key organizational and/or functional components involved in project activities, and a list of key personnel responsible for managing and implementing the major elements of the program.
- **Section b: Project Design and Implementation.** The program narrative should fully describe the expected design and implementation of the proposed project(s). In developing the narrative, refer to the program design and focus areas described in the solicitation. This section must include a specific justification for each proposed project that explains exactly how the project will respond to capacity-building needs identified by the SAC. This explanation should, in effect, be a long-range plan that includes (1) an assessment of the SAC’s current data collection, analysis, and publication capabilities; (2) a

description of how the project(s) proposed will enhance those capabilities; and (3) a description of how the capacity built will be maintained after the conclusion of the SJS award. The strength of the justification and plan included will be a consideration for BJS in making a final award decision on the SAC's application.

Section c: Impact Statement (for special-emphasis projects). The program narrative should include an impact statement to describe specifically how each project will support or enhance BJS or national priorities. The project description and design discussion is limited to 10 pages for core capacity-building projects and 15 pages for special-emphasis projects. The narrative should include a timeline of activities indicating, for each proposed activity, the projected duration of the activity, expected completion date, and any products expected.

- **Section d: Capabilities and Competencies - Status of Prior SJS Projects.** Applications should include the status of each award your SAC received from FY 2011 through FY 2014. List by theme the project(s) and associated products that you proposed to conduct/produce during the grant period. If any were significantly revised or replaced, briefly describe the revisions/replacements. For each project, indicate its status by the following categories: completed, in process, or revised/replaced. For each product, state if it has been published, presented at a public meeting, or otherwise recognized by whatever means.
- **Section e: Plan for Collecting the Data Required for this Solicitation's Performance Measures.** Submission of performance measures data is not required for the application. However, grantees are expected to report on performance measures specific to the project objectives in semi-annual progress reports and final progress reports.

To demonstrate program progress and success, as well as to assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Enhance the capabilities of states to collect, analyze, and interpret data on justice issues relevant to the states and the nation.	Percent increase in new respondent response rate.	Number of new respondents participating in BJS surveys. Number of respondents participating in BJS surveys. Decrease in respondent burden realized for BJS surveys.

	<p>Number of outreach activities to respondents of BJS surveys to provide information and technical assistance</p>	<p>Number of information and/or technical assistance requests handled by the grantee.</p> <p>Number of conferences and workshops attended to present findings, provide training, and exchange information.</p>
	<p>Number of products made available to customers (print and online).</p>	<p>Number of reports and other publications produced (in paper and electronic formats).</p> <p>Number of media releases or advisories produced.</p> <p>Number of publications and other data (i.e., spreadsheets) downloaded.</p> <p>Number of databases added to interactive query systems.</p> <p>Number and type of justice-related databases compiled.</p>
	<p>Number of users with data records access.</p>	<p>Number of website user sessions.</p>
<p>Provide a mechanism that supports the collection and sharing of vital justice system data among the states and between the states and the federal government.</p>	<p>Number of scheduled data collection series and special analyses to be conducted.</p>	<p>Number of studies/projects initiated and completed.</p> <p>Number of new data sources identified for BJS surveys.</p> <p>Number of multistate projects initiated and completed by SACs.</p> <p>Number of reports produced presenting findings of collaborative projects.</p> <p>Number of projects submitted by SAC to the Justice Research and Statistics Association's Infobase of State Activities and Research (ISAR).</p> <p>Number of JRSA studies or information inquiries.</p> <p>Number of SAC project datasets submitted to the National Archive of Criminal Justice Data.</p> <p>Number of new data collection, analysis, and/or information strategies created.</p>

	Quality of project management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs were maintained within approved funds.	Semi-annual progress reports, final datasets for archiving, project plans, regular communication with BJS, quarterly financial statements, and ad hoc analysis results.
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BJS does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJS will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

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. The Budget Detail Worksheet should be broken down by year.

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

b. Budget Narrative

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

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

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

c. 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, see [Section B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only under the following circumstances:

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

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 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

In order to use the “de minimis” indirect rate, attach written documentation to the application that advises OJP of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the “de minimis” method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.⁴

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.

⁴ See 2 C.F.R. § 200.414(f).

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. Disclosing 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. The following required documents should be submitted online as a single file attachment or as separate attachments:

- a. 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, is located at www.bjs.gov/content/hscr.cfm.

b. Applicant Disclosure of Pending Applications

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

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement

comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

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

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

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail 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 to their application. The file should be named “Disclosure of Pending Applications.”

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.”).

c. Research and Evaluation Independence and Integrity

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

- i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:
 - a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and 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 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 the Part 200 Uniform Requirements as set out at 2 C.F.R. 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

Any applicant that expends any funds for lobbying activities is to provide the detailed information requested on the form, Disclosure of Lobbying Activities ([SF-LLL](#)).

How to Apply

Applicants must submit applications through the Grants Management System ([GMS](#)), which provides support for the application, award, and management of awards at OJP. Applicants **must register in GMS for each specific funding opportunity**. Although the registration and submission deadlines are the same, OJP urges applicants to **register promptly**, especially if this is their first time using the system. Find complete instructions on how to register and submit an application in GMS at www.ojp.gov/gmscbt/. Applicants that experience technical difficulties during this process should e-mail GMS.HelpDesk@usdoj.gov or call 888-549-9901 (option 3), Monday through Friday from 6:00 a.m. to midnight, Eastern Time, except federal holidays. OJP recommends that applicants **register promptly** to prevent delays in submitting an application package by the deadline

Note on File Types: 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."

OJP may not make a federal award to an applicant organization until the applicant organization has complied with all applicable DUNS and SAM requirements. Individual applicants must comply with all Grants.gov 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.

All applicants should complete the following steps:

- 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 application 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 to 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 that all applicants (other than individuals) for Federal financial assistance maintain current registrations in the SAM database. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

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

- 3. Acquire a GMS username and password.** New users must create a GMS profile by selecting the “First Time User” link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
- 4. Verify the SAM (formerly CCR) registration in GMS.** OJP requests that all applicants verify their SAM registration in GMS. Once logged into GMS, click the “CCR Claim” link on the left side of the default screen. Click the submit button to verify the SAM (formerly CCR) registration.
- 5. Search for the funding opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the “Funding Opportunities” link on the left side of the page. Select Bureau of Justice Statistics and the State Justice Statistics Program for Statistical Analysis Centers, 2016.
- 6. Register by selecting the “Apply Online” button associated with the funding opportunity title.** The search results from step 5 will display the funding opportunity title along with the registration and application deadlines for this funding opportunity. Select the “Apply Online” button in the “Action” column to register for this funding opportunity and create an application in the system.
- 7. Follow the directions in GMS to submit an application consistent with this solicitation.** Once submitted, GMS will display a confirmation screen stating the submission was successful. **Important:** In some instances, applicants must wait for GMS approval before submitting an application. OJP urges applicants to submit the application **at least 72 hours prior** to the application due date.

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 GMS Technical Issues

Applicants that experience unforeseen GMS technical issues beyond their control that prevent them from submitting their application by the deadline must contact the [GMS Help Desk](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. Then the 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 e-mail 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 GMS Help Desk or SAM tracking number(s). **Note: BJS does not automatically approve requests.** After the program office reviews the submission, and contacts the GMS Help Desk 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 GMS in sufficient time
- Failure to follow GMS instructions on how to register and apply as posted on the GMS 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 GMS, if any, are posted at the top of the OJP funding webpage at <http://ojp.gov/funding/index.htm>.

E. Application Review Information

Review Criteria

In making decisions to award funds under this program, BJS will be the sole judge of whether the application meets program requirements and whether the SAC is operating satisfactorily and conforms to all applicable federal and state requirements. The amount of the award will be based on the strength of the justification for what it is seeking to do and accomplish during the award period. Awards will be based on the following review criteria:

Capacity-Building Needs as Described in the Program Narrative

- The extent to which the Program Narrative portion of the application addresses the specific objectives of the SJS program.
- The extent to which the capacity-building needs of the SAC justify the proposed project activities.

Project/Program Design and Implementation

- The extent to which the proposed projects are explained and justified consistent with the guidance contained in this solicitation (i.e., long-range plan and/or impact assessment).
- The extent to which the application clearly and concisely describes each task or activity such that it logically connects to the proposed project and is associated with a product or deliverable to each task, such as a report or publication.
- The technical and methodological soundness of the proposed project(s).
- Privacy and human subjects certification forms must be submitted for each proposed data collection or research activity.

Capabilities and Competencies

- Experience of applicant's personnel in similar work.
- Organizational integrity, technical competence, and organizational placement of the applicant and other organizations proposed for funding.
- Past record of applicant's performance with previous awards, including quality of work, completeness, and adherence to schedules.
- Evidence of collaboration or communication with the State Administering Agency in the development of the application.
- Evidence of collaboration or communication with other entities as appropriate for the project, including—
 - the state's central repository of criminal history records
 - other SACs
 - the JRSA
 - BJS or other OJP component.
- Extent of multiagency collaboration involved in the proposed project(s).

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

- Applicants should indicate an understanding of these requirements (page 19-20) and discuss how the applicant will gather the required data, should the applicant receive funding.

Budget

- Provide a proposed budget for the entire project period that is complete, reasonable and allowable, cost effective, and necessary for project activities.
- The appropriateness of the project schedule and budget.

Relevance

- The extent to which the proposed project addresses the specific objectives of the SJS program.

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.

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 award recipients

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

F. Federal Award Administration Information

Federal Award Notices

OJP sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official. The email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves 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, including but not limited to OMB, DOJ, or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

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

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

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document

contains award terms and conditions that specify national policy 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, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

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

As stated above, BJS anticipates that it will make any award from this announcement 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, symposia, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

Cooperative Agreement for SJS Program

This project is to 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 criminal justice information and statistical systems development and modification in the state. BJS will exercise general approval over the entire project. In addition, the substantial involvement of BJS will include, but not be limited to:

- a. Assisting the recipient in determining the types of statistical information that will be useful to state and local agencies in planning, implementing, and evaluating criminal justice programs.
- b. Identifying Federal information resources and determining appropriate means of making them available to the recipient or providing access to them.
- c. Providing technical assistance to the recipient in the interpretation and utilization of Federal statistical data.

⁵ See generally 2 C.F.R. 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)).

d. In consultation with the recipient, defining the needs of BJS for information pertaining to justice system topics and operations in the state, determining the availability of such information, and having the recipient provide BJS access to them.

Reports to BJS and Use of ISAR

Copies of any published reports funded in whole or in part by this cooperative agreement must be provided directly to BJS and JRSA. The recipient will enter complete and accurate information regarding activities funded by this agreement in the online Infobase of State Activities and Research (ISAR) that is maintained by JRSA.

Provide Automated Datasets to BJS and JRSA

When requested by BJS, the recipient agrees to provide to the Justice Research and Statistics Association (JRSA) and BJS information on automated data sets which are maintained by the recipient, or which are maintained by other agencies in the state and have been used successfully by the recipient in the past 2 years for analytic or statistical purposes. The information to be provided for each data set is indicated on the Infobase of State Activities and Research (ISAR) data collection form. To the extent that they are readily available, lists of data elements and/or code books also should be provided. If the recipient already has provided BJS or JRSA with this information, submission will cover only new data sets and the updating of previous data.

Assist in Evaluation Efforts Associated with SJS

In order to ensure that the State Justice Statistics Program for Statistical Analysis Centers (SAC's) is realizing its objectives in the most productive manner, the recipient agrees to assist in any evaluation efforts associated with this program. Such evaluation activities should not result in any significant or unreasonable costs or burdens on the recipient that would interfere with the performance of this cooperative agreement.

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

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

G. Federal Awarding Agency Contact(s)

For Federal Awarding Agency Contact(s), see title page.

For contact information for GMS, see 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/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

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

If you are interested in being a reviewer for other OJP grant applications, please email your résumé to ojpeerreview@lmsolas.com. The OJP Solicitation Feedback email account will not forward your résumé. **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

State Justice Statistics Program for Statistical Analysis Centers, 2016

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

What an Applicant Should Do:

Prior to Registering in GMS:

_____ Acquire a DUNs Number (see page 26)

_____ Acquire or renew registration with SAM (see page 26)

To Register with GMS:

_____ For new users, acquire a GMS username and password* (see page 26)

_____ For existing users, check GMS username and password*
to ensure account access (see page 26)

_____ Verify SAM registration in GMS (see page 26)

_____ Search for correct funding opportunity in GMS (see page 26)

_____ Select correct funding opportunity in GMS (see page 26)

_____ Register by selecting the “Apply Online” button associated with the funding opportunity
title (see page 26)

_____ Read OJP policy and guidance on conference approval, planning, and reporting
available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm
(see page 15)

_____ If experiencing technical difficulties in GMS, contact BJS (see page 27)

*Password Reset Notice – GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contacts designed within GMS at the time the account was established. Neither OJP nor the GMS Help Desk will initiate a password reset unless requested by the authorized official or a designated point of contact associated with an award or application.

General Requirements:

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

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s) as stated in the solicitation (see page 13).

Eligibility Requirement

_____ Eligible applicants are limited to Statistical Analysis Centers (SACs) established by state legislation or executive order

What an Application Should Include:

_____ Application for Federal Assistance (SF-424) (see page 16)

_____ Intergovernmental Review (see page 16)

_____ Project Abstract (see page 17)

_____	Program Narrative	(see page 17)
_____	Long Range Plan for Capacity Building	
_____	National Impact Assessment for Special Emphasis	
_____	Budget Detail Worksheet	(see page 20)
_____	Budget Narrative	(see page 20)
_____	Indirect Cost Rate Agreement (if applicable)	(see page 21)
_____	Tribal Authorizing Resolution (if applicable)	(see page 21)
_____	Applicant Disclosure of High Risk Status	(see page 22)
_____	Additional Attachments	
_____	Privacy Certification	(see page 22)
_____	Human Subjects Protection Certification of Compliance	(see page 22)
_____	Applicant Disclosure of Pending Applications	(see page 22)
_____	Research and Evaluation Independence and Integrity	(see page 23)
_____	Financial Management and System of Internal Controls Questionnaire	(see page 25)
_____	Disclosure of Lobbying Activities (SF-LLL)	(see page 25)