

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



2019 State Justice Statistics Program for Statistical Analysis Centers FY 2019 Grant Solicitation

CFDA # 16.550

Grants Management System (GMS) Funding

BJS FY19 SJS

Opportunity: Solicitation Release Date: March 14, 2019

Application Deadline: 11:59 p.m. eastern time on May 13, 2019

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) for funding under the 2019 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 levels. 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 (34 U.S.C. §§ 10131-32). For the purpose of this solicitation, the term "state" includes the District of Columbia and U.S. territories.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants for the preparation and submission to OJP of applications for funding. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

Eligibility (Who may apply): Eligible applicants are limited to SACs established by state legislation or executive order.

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

BJS will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project. Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

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

Contact information

For technical assistance with submitting an application, contact the Grants Management System (GMS) Support Hotline at 888-549-9901, option 3, or via email at GMS.HelpDesk@usdoj.gov. The GMS Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

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

For assistance with any other requirements of this solicitation, contact Stephanie Burroughs, Justice Statistics Policy Analyst, by telephone at 202-307-0765, or by email at AskBJS@usdoj.gov. Include “SJSSAC19” in the subject line.

Post-Award Legal Requirements Notice

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

Deadline details

Applicants must register in the OJP Grants Management System (GMS) at <https://grants.ojp.usdoj.gov/> prior to submitting an application under this solicitation. All applicants must register, even those that previously registered in GMS. Select the “Apply Online” button associated with the solicitation title. All registrations and applications are due by 11:59 p.m. eastern time on May 13, 2019.

For additional information, see the “How to Apply (GMS)” section in the [OJP Grant Application Resource Guide](#).

Contents

A. Program Description	4
Overview	4
Program-Specific Information	4
Goals, Objectives, and Deliverables	4
Evidence-Based Programs or Practices	10
Information Regarding Potential Evaluation of Programs and Activities	10
B. Federal Award Information	10
Type of Award	10
Financial Management and System of Internal Controls	11
Budget Information	11
Cost Sharing or Matching Requirement	11
Pre-agreement Costs (also known as Pre-award Costs)	11
Limitation on Use of Award Funds for Employee Compensation; Waiver	11
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	11
Costs Associated with Language Assistance (if applicable)	12
C. Eligibility Information	12
D. Application and Submission Information	13
What an Application Should Include	13
How To Apply (GMS)	17
E. Application Review Information	17
Review Criteria	17
Review Process	18
F. Federal Award Administration Information	19
Federal Award Notices	19
Administrative, National Policy, and Other Legal Requirements	19
Information Technology (IT) Security Clauses	19
General Information about Post-Federal Award Reporting Requirements	19
G. Federal Awarding Agency Contact(s)	19
H. Other Information	19
Freedom of Information Act and Privacy Act (5 U.S.C. 552 and U.S.C. 552a)	19
Provide Feedback to OJP	20
Appendix A: Performance Measures Table	21
Appendix B: Application Checklist	23

2019 State Justice Statistics Program for Statistical Analysis Centers CFDA # 16.550

A. Program Description

Overview

This solicitation describes the guidelines and requirements of the fiscal year (FY) 2019 State Justice Statistics (SJS) Program for Statistical Analysis Centers (SACs). The information produced by SACs and their involvement in criminal justice projects is 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.

Statutory Authority: The Bureau of Justice Statistics (BJS) is authorized by statute 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 (34 U.S.C. §§ 10131-32).

Program-Specific Information

In the United States, most criminal justice activities are addressed at the state and local levels of government. Through the systemic collection and analysis of data on these activities, BJS is able to collect, publish, and disseminate statistical information on crime and the operation of justice systems, emphasizing state and local justice system needs. State and local governments use these data for policy analysis, planning, assessing justice system operations, and evaluating programs.

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.

The SACs, which are established by state legislation or executive order, are one important mechanism by which BJS fulfills its mission. Currently, there are SACs in 49 states, the District of Columbia, the Northern Mariana Islands, and the U.S. Virgin Islands.

Goals, Objectives, and Deliverables

The goal of the SJS program is to provide financial and technical assistance to state governments for the establishment and operation of SACs to collect, analyze, and disseminate justice statistics.

The FY 2019 SJS program will continue to concentrate on building the core capacities of the state SACs and improving the sharing of state-level information nationally. The SJS program enhances the SACs' capabilities to collect, analyze, and publish statistical data that support the states' strategic criminal justice planning needs and BJS and national priorities. SACs are strongly encouraged to collaborate with their State Administering Agency (SAA) on developing FY 2019 SJS projects. Additionally, SACs are encouraged to explore possible collaborations

with foundations, academic institutions, and other potential sources of support for building SAC capabilities.

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

Core capacity-building projects may include—

- Carrying out research and analyses using incident-based crime data that are compatible with the National Incident-Based Reporting System (NIBRS).
- Measuring criminal justice system performance.
- Increasing public access to statistical information, including administrative or operational data.
- Other capacity-building projects identified by the SAC.

Under the second category, BJS emphasizes developing or enhancing the SAC's capabilities to collect, analyze, and publish statistical data on criminal justice issues relevant to the states and the nation, particularly those capabilities 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—

- Using administrative criminal justice data for research.
- Conducting targeted analyses that use the state's criminal history records.

The SJS program areas are as follows:

I. Core Capacity-Building Projects

Projects in the following areas are 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 substantial revisions in methods or new sources of data.

- A. 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. Topical areas of interest for BJS include studies involving hate crime; crimes committed on tribal lands; human trafficking, drug-related arrests, especially those involving opioid possession, trafficking, and/or distribution; and the citizenship or legal status of arrestees.

Such analyses 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 NIBRS. Such a project would need an assessment and review of the 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 to be disseminated nationally.

One goal of the NCS-X initiative is to assess the quality and completeness of incident-based crime data reported by local law enforcement agencies to the 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 observe 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.
- Analyze and evaluate state IBR and/or NIBRS data on 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 differences in how local law enforcement agencies have recorded assault over time and across reporting units, and to determine whether any correlation exists between clearance rates for assaults and changes in recording practices across the years, controlling for other contextualizing factors.
- Compare IBR practices across reporting units in the state over time 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 and conduct evaluations 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 justice programs, such as Justice Reinvestment, Second Chance, victim services, and law enforcement initiatives. The SAC may also use or leverage other federal funds to carry out evaluations or evaluable assessments 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 electronic infrastructure development, enhancements, and linkages, including developing or using new sources of data, 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, Application Programming Interfaces (APIs), graphical presentations, and animation to present and explain movement of trends. These enhancements should go beyond incrementally adding a new year's worth of data to existing files and tables.

- D. Other capacity-building projects 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 share state-level information nationally. The application must 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 use of federal funds is appropriate to support the work.

Any application for funding under the core capacity-building area **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 should be a long-range plan that includes (1) an assessment of the SAC's current data collection, analysis, and publication capabilities, including staff analytical capabilities; (2) a description of how the proposed project(s) 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 will be an important consideration for BJS in making a final award decision. The intent is for federal funds to build new or enhance current capacities, as opposed to simply maintaining current efforts. Up to \$75,000 annually may be sought for core capacity-building projects. The time frame 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 up to two SJS-focused conferences/workshops/meetings 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 for special-emphasis projects that support areas of particular interest to BJS or national priorities in these specific areas:

- A. Research using administrative or operational criminal justice data.** 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, indigent defense, 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—

- State court or prosecutor statistics, including criminal case initiations, pre-trial activities, bail, bond, plea bargains, dispositions, and sentences.
- Admissions, exits, and stock populations for jails, probation, and/or parole.
- Law enforcement and court statistics on the citizenship or legal status of those arrested, detained, prosecuted and sentenced.

- Emergency room admissions data to support research on violent injuries, drug abuse, elder abuse, human trafficking, and other relevant issues.

Proposed projects may include (1) the establishment of the data exchange capacity, if one does not currently exist, and/or (2) the use of this capacity in the form of a targeted research project. The project must also include a systematic data quality assessment, which will be incorporated as a project deliverable. **This assessment should follow a standardized approach, such as 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. 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 relationship between citizenship or legal status and patterns of criminal behavior.
- The effect of indigent defense on criminal case outcomes.
- Prisoner or community corrections 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.

BJS is particularly interested in analyses that will—

- Evaluate the accuracy and completeness of the state’s criminal history records to identify 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.

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

- 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.
- Examine recidivism patterns of convicted sex offenders using longer observation periods than the traditional 3- or 5-year studies (e.g., 8-, 10-, or 15-year follow-up periods). Areas examined may include the recidivism patterns for specific types of sex offenders (e.g., sex offenses against an adult, sex offenses against a child, or statutory rape) and analyses that includes different covariates related to recidivism outcomes.

SAC grants that may support such analyses will be awarded with the condition that the research documents (including 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.

An application for funding under the special-emphasis project area, 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 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, and how the resulting work will be shared with other state entities, other state SACs, and the general public.

BJS 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 2019. Depending on the strength of the proposals and availability of funds, BJS anticipates making up to 15 awards for special-emphasis projects.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

Applicants should note OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section, entitled, “Information Regarding Potential Evaluation of Programs and Activities.”

B. Federal Award Information

The maximum number of awards BJS expects to make is approximately 41 awards. The estimated maximum dollar amount for each award should not exceed \$225,000 for a 12-month period of performance. The overall amount is dependent on the type of project proposed (i.e., core capacity, special emphasis or both).

Total amount anticipated to be awarded under solicitation	up to \$5 million
Period of Performance start date	October 1, 2019, to January 1, 2020
Period of Performance duration	12 to 36 months

BJS may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, OJP’s strategic priorities, and OJP’s assessment of both the management of the award (for example, timeliness and quality of progress reports), and 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 Award

BJS expects to make any award under this solicitation in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

Cooperative agreements include a condition in the award document that sets out the nature of the “substantial federal involvement” in carrying out the award and program. Generally stated, under OJP cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as substantive coordination of technical efforts and site selection, as well as review and approval of project work plans, research designs, data collection instruments, and

major project-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the project if necessary.

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

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements² as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

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 Costs (also known as Pre-award Costs)

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

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

Limitation on Use of Award Funds for Employee Compensation; Waiver

For applicants seeking the waiver, see [OJP Grant Application Resource Guide](#) for information.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events. See [OJP Grant Application Resource Guide](#) for information.

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

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on costs associated with language assistance that may be allowable.

C. Eligibility Information

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 the SAC's 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, and 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 <http://www.jrsa.org/sac/sacelist.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 summaries of their qualifications. 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.

Some or all of the work may 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 grant manager.

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

D. Application and Submission Information

What an Application Should Include

For this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative.

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on, among other things, what happens to an application that does not contain all the specified elements or that is nonresponsive to the scope of the solicitation.

1. Complete the Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

Intergovernmental Review: This solicitation (“funding opportunity”) is subject to [Executive Order 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental_-_Review_-_SPOC_01_2018_OFFM.pdf. If the applicant’s State appears on the SPOC list, the applicant must contact the State SPOC to find out about, and comply with, the State’s process under E.O. 12372. In completing the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its State E.O. 12372 process. (An applicant whose State does not appear on the SPOC list should answer question 19 by selecting the response 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 (such as Times New Roman) with 1-inch margins.

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

3. Program Narrative

The main body of the program narrative should describe the proposed project in depth. The statement of the problem and project design sections of the narrative are limited to 10 pages for core capacity-building projects and 15 pages for special-emphasis projects. If the program narrative fails to comply with these length-related restrictions, BJS may consider such noncompliance in peer review and final award decisions.

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

- **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 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 the SAC received from FY 2015 through FY 2018. List by theme the project(s) and associated products that the SAC 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: Deliverables and Dissemination Plan.** Applications should include the expected deliverables resulting from the proposed project and include information on how the results will be disseminated with other state entities, other state SACs, and the general public.
- **Section F: Plan for Collecting the Data Required for This Solicitation’s Performance Measures.** OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under “Goals, Objectives, and Deliverables” in [Section A. Program Description](#).

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

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

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award. Award recipients will be required to provide relevant data responsive to this solicitation's performance measures as part of the semi-annual progress report submission.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the [OJP Grant Application Resource Guide](#).

4. Budget Information and Associated Documentation

See the "Budget Preparation and Submission Information" section of the [OJP Grant Application Resource Guide](#) for details on the Budget Detail Worksheet, and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and pre-agreement costs.

5. Indirect Cost Rate Agreement

See the "Budget Preparation and Submission Information" section of the [OJP Grant Application Resource Guide](#) for information.

6. Tribal Authorizing Resolution (if applicable)

An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

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

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (Questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this Questionnaire.

8. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

9. Applicant Disclosure of Pending Applications

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation, and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. For additional information on the submission requirements for this disclosure, see the [OJP Grant Application Resource Guide](#).

10. Applicant Disclosure and Justification – DOJ High Risk Grantees³ (if applicable)

An applicant that is designated as a DOJ High Risk Grantee is to submit in GMS, as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named “DOJ High Risk Grantee Applicant Disclosure and Justification.” (See, also, “Review Process,” below, under Section E. Application Review Information, for a brief discussion of how such information may be considered in the application review process.) See the OJP Grant Application Resource Guide for additional information and submission instructions for this disclosure.

11. Research and Evaluation Independence and Integrity

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

12. Additional Attachments

The following required documents should be submitted online as a single file attachment or as separate attachments and must be completed for each project proposed in an application:

- **Privacy Certificate.** 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 information. Applicants must specify in the Privacy Certificate the specific controls used to safeguard directly identifiable information against unauthorized disclosure. All project staff, including information technology personnel, subcontractors, and/or consultants, with access to identifiable data collected in conjunction with the BJS-funded activities are required to sign a Privacy Certificate to affirm their understanding of, and agreement to comply, with, the terms of access and privacy requirements. Award recipients are responsible for maintaining an updated list of individuals with access to identifiable information and for ensuring that new staff who gain access to such information during the project period sign a

³ A “DOJ High Risk Grantee” is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

Privacy Certificate. A model certificate is located at <https://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 C.F.R. Part 46. A model certificate, describing the necessary information to be provided by the funding recipient, is located at <https://www.bjs.gov/content/hscr.cfm>.

How To Apply (GMS)

An applicant must submit its application through the [Grants Management System \(GMS\)](#), which provides support for the application, award, and management of awards at OJP. Find information, registration, and submission steps on how to apply in GMS in response to this solicitation under **How to Apply (GMS)** in the [OJP Grant Application Resource Guide](#). OJP recommends that each applicant register immediately to prevent delays in submitting an application package by May 13, 2019.

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

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 the applicant it is seeking to do and accomplish during the award period. Awards will be based on the following review criteria:

1. 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.

2. Project 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 so 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.

3. 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 SAA 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 multi-agency collaboration involved in the proposed project(s).

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

Applicants should indicate an understanding of these requirements (see [Performance Measures](#)) and discuss how the applicant will gather the required data, should the applicant receive funding.

5. Budget

- Provide a proposed budget for the entire project period that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.⁴
- The appropriateness of the project schedule and budget.

6. 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 making awards. BJS reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

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

⁴ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

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

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

F. Federal Award Administration Information

Federal Award Notices

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application. See the [OJP Grant Application Resource Guide](#) for additional information on administrative, national policy, and other legal requirements.

Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

General Information about Post-Federal Award Reporting Requirements

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

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

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for GMS, see page 2.

H. Other Information

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

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. See the [OJP Grant](#)

[Application Resource Guide](#) for information on DOJ and OJP processes with regard to application information requested pursuant to FOIA.

Provide Feedback to OJP

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. See the [OJP Grant Application Resource Guide](#) for information on providing solicitation feedback to OJP.

Appendix A: Performance Measures Table

Objective	Performance Measure(s)	Data Recipient Provides
<p>Enhance the capabilities of states to collect, analyze, and report data on justice issues relevant to the states and the nation.</p>	<p>Number of outreach activities to provide information and technical assistance to BJS survey respondents.</p> <p>Number of materials (print and online) disseminated to customers.</p> <p>Number of users with data records access.</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 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 website user sessions.</p>

Objective	Performance Measure(s)	Data Recipient Provides
<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 use.</p> <p>Number of multi-state 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 JRSA'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 use agreements signed allowing the SAC to access to new sources of state and local data.</p> <p>Number of new data collection, analysis, and/or information strategies created.</p>

Appendix B: Application Checklist

2019 State Justice Statistics Program for Statistical Analysis Centers

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

What an Applicant Should Do:

See [OJP Grant Application Resource Guide](#) for more information on all sections.

Prior to Registering in GMS:

- Acquire a DUNS Number
- Acquire or renew registration with SAM

To Register with GMS:

- For new users, acquire a GMS username and password* (see page 17)
- For existing users, check GMS username and password to ensure account access* (see page 17)
- Verify SAM registration in GMS
- Search for correct Funding Opportunity in GMS
- Select correct Funding Opportunity in GMS
- Register by selecting the “Apply Online” button associated with the Funding Opportunity
- Read OJP policy and guidance on conference approval, planning, and reporting available at: ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see page 11)
- If experiencing technical difficulties in GMS, contact BJS (see page 2)

*Password Reset Notice: GMS users are reminded that while password reset capabilities exist, this function is associated only with points of contact designated 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.

Overview of Post-Award Legal Requirements:

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

Scope Requirement:

- The federal amount requested is within the allowable limit

Eligibility Requirement: State Statistical Analysis Centers

What an Application Should Include:

The following items are critical application elements. An application that BJS determines does not include the application elements designated as critical will receive no further consideration.

- Program Narrative (see page 13)
- Budget Narrative (see page 18)
- Budget Detail Worksheet (see page 15)

- Application for Federal Assistance (SF-424) (see page 13)
- Intergovernmental Review (see page 13)
- Project Abstract (see page 13)
- Program Narrative (see page 13)
- Budget Detail Worksheet (including Narrative) (see page 15)
- Indirect Cost Rate Agreement (if applicable) (see page 15)
- Tribal Authorizing Resolution (if applicable) (see page 15)
- Financial Management and System of Internal Controls Questionnaire (see page 15)
- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see page 15)

Additional Attachments

- Privacy Certificate (see page 16)
- Human Subjects Screening Sheet (see page 17)
- Applicant Disclosure of Pending Applications (see page 16)
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)
- Research and Evaluation Independence and Integrity (see page 16)