

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



2020 Criminal History Record Assessment and Research Program (CHRARP) FY 2019 Competitive Grant Solicitation

CFDA # 16.734

Grants.gov Solicitation Number: BJS-2019-15734

Solicitation Release Date: April 1, 2019

Application Deadline: 11:59 p.m. eastern time on May 31, 2019

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is seeking applications for funding for the Criminal History Record Assessment and Research Program (CHRARP). As the primary source for criminal justice statistics in the United States, BJS is responsible for collecting, analyzing, publishing, and disseminating statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This program furthers the Department's mission by providing insight into criminal offending and recidivism patterns to reduce crime.

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 national, regional, state, or local public and private entities, including for-profit and nonprofit organizations (including tribal for-profit and nonprofit organizations); faith-based and community organizations; institutions of higher education (including tribal institutions of higher education); units of local government that support initiatives to improve the functioning of the criminal justice system; and federally recognized Indian tribal governments (as determined by the Secretary of the Interior). (A determination by the Secretary of the Interior is not required for tribes to which federal recognition was extended by virtue of Public Law 115-121, the Thomasina E. Jordan Indian Tribes of Virginia Federal Recognition Act of 2017.)

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 program. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

BJS may elect to fund applications submitted under this FY 2019 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Contact information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours per day, 7 days per week, except on federal holidays.

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

For assistance with any other requirements of this solicitation, contact Matthew Durose, Statistician, by telephone at 202-307-0765, or by email at AskBJS@usdoj.gov. Include “CHRARP” 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 with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on May 31, 2019.

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

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

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

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2020 Criminal History Record Assessment and Research Program (CHRARP)

CFDA # 16.734

A. Program Description

Overview

The Bureau of Justice Statistics (BJS) seeks applications to support the Criminal History Record Assessment and Research Program (CHRARP). This statistical program furthers BJS's mission to produce accurate and timely information on recidivism and criminal histories of offenders. The recipient of funds will assist BJS with converting the state- and federal-specific fields in criminal history records into research datasets with standardized codes that support statistical analysis on criminal offending patterns.

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

Program-Specific Information

BJS periodically uses criminal history data to study recidivism patterns and criminal careers. Each state has a central repository that maintains criminal history records within the state's jurisdiction and operates a system for disseminating those records. The Federal Bureau of Investigation (FBI) also maintains a repository of criminal history records from the federal justice system and U.S. territories. The repository also contains records from state, local, and tribal agencies that the FBI is responsible for disseminating. The structure and content of these administrative records varies among the FBI and state repositories.

Nlets, the International Justice and Public Safety Network, operates a computerized message switching system that links federal, state, and local agencies to exchange criminal justice information. Nlets provides a secure, automated process for criminal justice agencies to collect multistate criminal history information on offenders. To address state-by-state differences in the structure of each criminal history record format, Nlets also provides information services that electronically parse (i.e., extract) key data elements from the criminal history records (i.e., rap sheets) for all 50 states, the District of Columbia, and the FBI into a relational dataset structure with a uniform record layout. As an Nlets federal member, BJS uses these systems to generate criminal history datasets on cohorts of offenders to produce statistics on recidivism and criminal careers. BJS also uses these data to identify systemic differences between states in the content, structure, and completeness of criminal history records.

The parsed rap sheet datasets generated by Nlets include the following tables:

1. **Demographic**—subject information, including sex, race, and Hispanic origin, and place of birth.
2. **Arrest**—arrest information, including the date of offense, date of arrest, arrest offenses, arresting agency name, and arrest disposition.

3. **Prosecution**—charge information, including the date of prosecution disposition, offense charges, and type of prosecution disposition.
4. **Court**—court disposition information, including the court offenses, court agency name, adjudication outcome, date of disposition, and sentence.
5. **Supervision**—custody information, including the date of entry or release from correctional supervision and the name of the correctional agency.

In 2009, BJS initiated the Conversion of Criminal History Records into Research Databases (CCHRRD) project to enhance the research potential of the parsed rap sheet datasets generated by Nlets. Because the format of state- and federal-specific text fields in the parsed datasets did not support multistate statistical analysis, the CCHRRD project developed computer programs, including programming code (i.e., syntax) and crosswalk tables, to transform the text fields (e.g., demographic characteristics, offense descriptions, and case outcomes) into research files with nationally standardized numeric codes. Depending on the information reported on each state's criminal history record, the coding rules within the crosswalks rely on multiple fields (e.g., state statutes, National Crime Information Center (NCIC) offense codes, and offense descriptions) in the parsed dataset to arrive at the appropriate BJS standardized code. This process combines a series of data processing rules that can be modified to produce customized research files.

A set of crosswalk tables hold BJS's national recode of state- and federal-specific data fields found in the parsed rap sheet datasets. The state offense fields (originally state statutes or offense descriptions) in the parsed datasets are mapped into a standardized set of BJS offense categories. Similarly, state court disposition fields are mapped into a standardized set of BJS court disposition categories. In addition to helping to provide consistent data coding across studies, the crosswalk tables reduce the time and effort to standardize a subsequent parsed dataset when the text fields (e.g., offense and court descriptions) in the criminal history data match to the same text fields encountered in parsed datasets from previous studies. The crosswalk tables are updated each time new parsed datasets are run through this system and new coding rules are integrated.

The computer programs also convert the standardized dataset into a set of research extracts, including a research dataset and criminal history summary file that can be analyzed with standard statistical software packages (e.g., SAS, SPSS, or STATA). The criminal history summary file provides aggregate statistical counts of arrests, convictions, and incarcerations in a subject's criminal career before and after a particular event (e.g., a release from prison). The criminal history summary file also summarizes the number of days between the date of this event and the first subsequent arrest, conviction, and incarceration. The research extracts exclude certain records from the standardized dataset. For example, the crosswalk tables provide a method for identifying correctional transfers, criminal offender registrations, and other administrative or procedural actions embedded in the offense text descriptions in the criminal history data that do not refer to actual arrest charges and that need to be removed from the research extracts and recidivism analysis. BJS first used this system in 2011 to conduct recidivism studies of state prisoners released in 2005 and federal offenders placed on community supervision in 2005, with 5-year follow-up periods.

In FY 2015, BJS initiated the CHRARP, a 5-year statistical program, to maintain and build on the system developed during the CCHRRD project and further its mission to produce statistical information on the criminal histories and recidivism patterns of offenders across the United States. Through this program, BJS conducted a recidivism study on state prisoners released in 2005 that extended the original 5-year follow-up period to 9 years. The reports from this first-of-

its-kind BJS study provided policymakers and practitioners with empirical information on how patterns of recidivism and desistance change with longer observation periods. The 2015 CHRARP also supported a series of studies on the: (1) nature and frequency of contact with the justice system among two cohorts of persons admitted to state prison in 2009 and 2014 and (2) recidivism patterns of two cohorts of state prisoners released in 2008 and 2012. Using the crosswalk tables produced for the 9-year recidivism study on prisoners released in 2005, matches were obtained on approximately 80% of the offense fields in the parsed datasets for these subsequent studies. Publications from these studies are forthcoming. Applicants are encouraged to review previous BJS studies on recidivism at <https://www.bjs.gov/index.cfm?ty=pbse&sid=44>.

Goals, Objectives, and Deliverables

The 2020 CHRARP aims to produce accurate and timely information on recidivism and criminal histories of offenders. The primary objectives include—

1. Assess and report on the quality, variability, and completeness of state and federal criminal history records in terms of their ability to support research on crime, criminal offenders, and the operation of justice systems.
2. Develop computer programs and crosswalk tables that expand BJS's capabilities to process the parsed rap sheet datasets efficiently.
3. Convert the state- and federal-specific fields in the parsed rap sheet datasets into standardized numeric codes for at least two BJS studies.
4. Generate high-quality research files for each study.
5. Provide BJS with statistical support to analyze the data.

The recipient of funds will be required to implement quality control checks at each data processing stage of this project to ensure the datasets conform to the specifications outlined in the codebook (i.e., data dictionary) and supporting documentation. The research files will allow BJS to produce a wide range of statistical information on the criminal history and recidivism patterns of different types of offenders. The specifications for the datasets and research extracts are subject to change during the course of the 2020 CHRARP.

Supporting documentation from the CCHRRD and CHRARP

All applicants have access to the following project documentation:

- 1) A description of the variables in the parsed rap sheet dataset produced by Nlets.
- 2) The output specifications for the standardized dataset, including a description of the variables and value codes, and tables that provide the standardized offense codes for state-specific offense descriptions.
- 3) The output specifications for the research extracts, including a description of the variables and value codes.
- 4) The programming code developed during the CCHRRD project and the 2015 CHRARP with a manual on how to run the programs.

Applicants can download the supporting documentation at www.bjs.gov/content/pub/sheets/chrarp2020_sol.zip.

Given the personally identifiable information contained in certain criminal history data fields, BJS cannot disseminate the complete set of coding rules used to process the parsed datasets from previous studies. The recipient of funds will receive the complete set of crosswalk tables that are available for the 2020 CHRARP. These crosswalk tables include coding rules only for the text fields in the parsed datasets that were processed during the CCHRRD project and 2015 CHRARP. Due to the large number of statutes and free-text descriptions included within the

criminal history records, these crosswalk tables do not include national recodes for every possible state and federal offense and disposition. For this project, the recipient of funds can choose to use and build on the existing computer programs, including the programming code and crosswalk tables, developed during the CCHRRD project and 2015 CHRARP or create alternative computer programs (including those based on a programming language other than Python) to enhance the functionality and usability of the system to convert the parsed datasets into standardized datasets and research extracts (that meet BJS's specifications) throughout the course of the 2020 CHRARP.

Task 1. Develop a detailed plan for completing the proposed tasks in 30 months or less.

Within the first month of the project, the recipient of funds will attend a kickoff meeting with BJS (in person or by phone) to discuss the project tasks, deliverables, and timeline. Within 2 weeks after the kick-off meeting, the recipient of funds will provide BJS with a detailed plan and timeline for completing the project activities in 30 months or less. BJS will provide the recipient with comments on the plan within 2 weeks of receiving it. After BJS and the recipient have agreed to the plan, all work must be completed as scheduled. BJS expects the initial phase of the project to begin on or about January 1, 2020, and be completed by June 30, 2022.

The project plan should include biweekly telephone meetings with BJS and key project staff to review progress on the project and discuss issues. The recipient of funds will also implement and maintain a secure, automated system that BJS can use to track the progress of project tasks and deliverables. The tracking system should generate state-specific status summaries on the major data processing tasks, including a description of the work and the dates each task was started and completed. The recipient must submit the required financial and progress reports through the Grants Management System (GMS) as described in the solicitation and award documents. At the end of the project, the recipient must also provide BJS a final report with a comprehensive overview of the 2020 CHRARP.

To complete the data processing tasks, the recipient of funds may choose to use and modify as needed the computer programs from the CCHRRD project and 2015 CHRARP or propose an alternative approach for development during the 2020 CHRARP project period. If the cost to process two parsed datasets for the two studies is less than originally budgeted, the remaining funds may be used to prepare standardized datasets and research extracts for additional studies.

Deliverables for Task 1: Detailed task plan and project timeline; established automated system for tracking project progress.

Task 2. Define and implement a plan to maintain all data securely and confidentially.

During the kick-off meeting, BJS and the project staff will review the data security protocols required to protect the confidentiality and integrity of the criminal history data during their exchange, processing, and storage. The recipient of funds must guarantee data confidentiality and address all concerns for human subjects. Criminal background checks will be required for all project personnel with access to the criminal history data. BJS will work with the recipient of funds to establish the data transfer and security agreements needed to obtain access to the project data.

The recipient of funds must develop and maintain a data management plan (DMP) that describes how data collected under BJS's authority for the program will be handled, processed, maintained, and disposed. The DMP should provide general program information and describe the specific procedures to handle and process data during the award period. For programs

including information identifiable to a private person or personally identifiable information (PII), the DMP should complement the information provided in the Privacy Certificate (28 C.F.R. 22.23) to describe controls to protect data confidentiality.

The DMP must provide, at a minimum, information about the following categories:

- a. **Program team**—List the program team members (including the individuals tasked with drafting and overseeing the DMP), identify their roles, and provide their contact information.
- b. **Data elements and characteristics**—Provide a list of the specific data variables that will be collected, types (e.g., survey or administrative), and sources. Identify whether data formats adhere to standard data documentation formats, list associated metadata as applicable, and specify the standards and data naming conventions used.
- c. **Record lifecycle**—Describe the physical and technical pathways and requirements for data that are collected or maintained for the programs. This includes the data destinations; transport methods from the data provider and to BJS; storage sites and methods; file formats, sizes, categories (e.g., PII, public data), path locations, and backup procedures; sensitivity categorizations; and data destruction methods.
- d. **Incident response plan**—Describe the procedures the award recipient will follow in the event of a real or suspected data breach, including PII that are collected or maintained in conjunction with the program.
- e. **Data-use agreements**—As applicable, for each data-use agreement executed with an external data provider for the program, summarize the terms and requirements that the award recipient will be responsible for fulfilling and describe what steps will be completed to ensure all applicable terms and requirements are met. Examples of terms and requirements include Institutional Review Board approval process, encrypting data in transit and at rest, limiting access to PII, and ensuring the technical and physical security of data such as data access protocols. Where applicable, summarize mitigations for data security, ethical, intellectual property, and privacy issues.
- f. **Data archiving**—Describe data elements, how data will be prepared for archiving, and what level of access will be assigned (e.g., public use, restricted access).
- g. **Staff training**—List specific training courses that program staff must complete as a condition of funding and the completion dates.
- h. **Resources**—Identify and describe the equipment, expertise, and software tools used to complete program activities, including data curation, data exchange, and access between parties.

The recipient of funds will complete the DMP in collaboration with the BJS program manager and submit the plan to BJS for review and approval no later than 60 days after the award start date. The award recipient will maintain an updated version of its DMP throughout the project period and receive written approval from BJS prior to making changes to the approved plan. The award recipient must submit an updated copy of the DMP for review with its semi-annual progress reports and at any time on the request of BJS.

Deliverables for Task 2: Complete criminal background checks for all project personnel with access to project data; establish data transfer and security agreements for access to the project data; implement an approved DMP.

Task 3. Develop a series of new studies on criminal offending and recidivism patterns.

BJS plans to use criminal history data and other data sources to examine criminal offending patterns among at least two new cohorts. The cohorts are not yet defined, but may focus on

persons who served time in prison, convicted offenders on community supervision, or updated criminal history data on previous studies of former prisoners to lengthen the original recidivism follow-up periods. Each parsed dataset is expected to include criminal history data on a sample of approximately 90,000 offenders.

The recipient of funds will work with BJS to develop at least two new studies, explore specialized topics on criminal offending and recidivism patterns, and assess alternative sources of data that can support the research. The recipient of funds will also assist BJS with developing the sample designs and weights for the studies. The recipient of funds will provide BJS with sampling plans and other written documentation to summarize the work to develop the new studies. The recipient of funds will deliver to BJS a sampling plan for the two studies by May 31, 2020.

Deliverables for Task 3: Sampling plans for each of the two studies.

Task 4. Thoroughly examine the content and attributes of the criminal history data for each study and document differences in the composition of the arrest, prosecution, court, and supervision information within and across jurisdictions. Throughout the project, the recipient of funds will provide BJS with subject matter expertise and recommendations on methods to minimize the impact of jurisdiction-level variations in administrative records on multistate statistical estimates and to ensure consistent counting rules when measuring criminal histories across states.

After the necessary data transfer agreements and security protocols are established, BJS will provide the recipient of funds with two parsed rap sheet datasets for the two studies. The recipient of funds should expect to receive the parsed datasets in August 2020. The recipient of funds will thoroughly examine the content and attributes of the criminal history data and document differences in the composition of the arrest, prosecution, court, and supervision information within and across jurisdictions. The recipient of funds will work with BJS to identify potential data quality issues and obtain feedback from federal, state, and tribal agencies as needed about these issues.

Within 8 months of receiving the two parsed rap sheet datasets, the recipient of funds will provide BJS with statistical tables on state-level variation in the content of the data and a technical report that provides recommendations on the methods to account for these variations when analyzing the data to generate multistate statistical estimates on criminal history and recidivism patterns. Prior to the start of this task, BJS will provide the recipient of funds with the specifications for these statistical tables.

Deliverables for Task 4: Report that documents differences in the composition of arrest, prosecution, court, and supervision information within and across jurisdictions, including statistical tables on state-level variation on key indicators and recommendations for analytic options to account for the variations.

Task 5. Convert the parsed rap sheet datasets into standardized datasets that include BJS's uniform coding structure and provide technical reports. The recipient of funds will also develop a plan to recode the state- and federal-specific text fields found in the parsed rap sheet datasets and develop quality control checks to ensure the information is recoded consistently according to BJS's specifications in the codebook. The plan should include methods to successfully transform 100% of the data fields found in the parsed rap sheet datasets into BJS's standardized values. The recipient of funds will work with BJS to identify

existing offense classification tables from state and federal agencies that could assist with the standardization tasks for this project.

To minimize the cost of the standardization tasks, applicants are encouraged to propose cost-efficient methods and innovative solutions to convert state- and federal-specific data fields into a uniform coding structure and account for variations in administrative records when analyzing multistate data. The approach, time frame, and cost to complete the data processing tasks should address each of the tasks outlined in the solicitation.

States may periodically change the structure and content of their criminal history records. As a result, the content and format of the information found in the parsed rap sheet datasets may change over time. The recipient of funds will be required to update the crosswalk tables and programming logic to accommodate any necessary modifications to the coding rules during the project period.

After receiving the parsed rap sheet dataset for each study, the recipient of funds will use a small portion of the funding to determine how well the current coding rules standardize the data. After this assessment, the recipient will provide a cost estimate with rationale for preparing the standardized dataset and research extracts.

Within 15 months of receiving each of the parsed rap sheet datasets for the two studies, the recipient of funds will deliver the corresponding standardized datasets. The recipient must verify that the standardized output is consistent with the specifications in the codebook and other supporting documentation developed during the 2020 CHRARP. The recipient will provide BJS with a preliminary version of each standardized dataset to conduct an initial assessment of the output when the recoding of the fields in the parsed dataset reaches 50%.

Deliverables for Task 5: Update crosswalk tables and programs to account for changes to the coding rules identified during the study period; brief report summarizing how well the current coding rules standardize the parsed rap sheet data; preliminary version and full standardized version of each dataset for both studies.

Task 6. Prepare research extracts from each standardized dataset according to BJS specifications. The recipient of funds will transform each standardized dataset into a set of research extracts, including a research dataset and criminal history summary file, according to BJS's specifications. The current specifications for the standardized dataset are provided in the supporting documentation to this solicitation. The computer programs developed by the recipient to create research extracts must adapt to the varying research needs of BJS. The recipient will provide BJS with a codebook that includes information about the data variables, coding values, and recodes implemented during the data processing stage. The recipient will also provide BJS with written recommendations on statistical methods to adjust sampling weights to account for each study subject for whom a complete criminal history record was not obtained through the FBI and state repositories.

Following the release of the first report for each of the two studies, BJS plans to release a data analysis tool on its website (similar to the [2005 Prisoner Recidivism Analysis Tool](#)) that allows users to generate customized statistical tables and graphs. The recipient of funds will provide BJS with the variables from the research extracts needed to populate recidivism estimates and standard errors in the data analysis tools. The recipient will also provide technical assistance with producing the generalized variance functions to generate standard errors for the estimates provided by the tools.

Within 18 months of receiving the parsed rap sheet datasets for the two studies, the recipient of funds will be expected to deliver the research extracts and statistical tables with criminal history and recidivism estimates along with standard errors for the estimates. Prior to the start of this task, BJS will provide the recipient of funds with the specifications for these statistical tables.

The recipient of funds must provide BJS with the programming code, crosswalk tables and databases used to process each parsed rap sheet dataset and produce each standardized dataset and research extract. The recipient must also provide BJS with detailed (1) documentation that describes the methods used to produce the research extracts and (2) instructions on how the computer programs can be used by BJS to reproduce the standardized datasets and research extracts and process additional parsed datasets on its own. Prior to the completion of the project period for the 2020 CHRARP, the recipient will return all data to BJS and delete all copies from its system.

Deliverables for Task 6: Computer programs developed to create research extracts; codebook(s) that includes information about the data variables, coding values, and recodes implemented during the data processing stage; written recommendations on statistical methods to adjust sampling weights to account for missing or partial criminal history records; datasets that contain the variables needed to populate recidivism estimates and standard errors in electronic data analysis tools; generalized variance functions to support computation of standard errors for the estimates provided by the data tools; research extracts for both studies (delivered at varying points in time), along with accompanying statistical tables containing criminal history and recidivism estimates and corresponding standard errors; the programming code, crosswalk tables, and databases used to process each parsed rap sheet dataset and produce each standardized dataset and research extract; detailed documentation describing the methods used to produce the research extracts; detailed instructions documenting how to use the computer programs to reproduce the standardized datasets and research extracts and process additional parsed datasets.

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](#).

Information Regarding Potential Evaluation of Programs and Activities

Applicants should note the Office of Justice Programs (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

Maximum number of awards BJS expects to make	1
Estimated maximum dollar amount for each award	\$1.5 million
Total amount anticipated to be awarded under solicitation	up to \$1.5 million
Period of Performance start date	January 1, 2020
Period of Performance duration	30 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 Requirements¹ 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.

Information System Security and Privacy Requirements

BJS award recipients and subrecipients that collect, receive, handle, maintain, transfer, process, store, or disseminate personally identifiable information (PII), e.g., names, SSNs, last known address, or FBI, state, or DOC ID numbers, in conjunction with the BJS-funded activities must maintain the appropriate administrative, physical, and technical safeguards to ensure that information systems are adequately secured and protected against unauthorized disclosure in accordance with applicable Federal laws, regulations, and other authorities.

Specifically, BJS award recipients and subrecipients are required to, as applicable—

- Follow the [DOJ IT Security Rules of Behavior for General Users](#), which pertain to the use, security, and acceptable level of risk for DOJ systems and applications

¹ 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.

- Assess and secure information systems in accordance with the [Federal Information System Modernization Act](#) (FISMA) (Pub. L. No. 107-347), which appears as Title III of the [E-Government Act of 2002](#) (Pub. L. No. 107-347)
- Adhere to [NIST](#) guidelines to categorize the sensitivity of all data collected or maintained on behalf of BJS
- Once the system has been categorized, secure data in accordance with the Risk Management Framework specified in [NIST SP 800-37 rev. 1](#)
- Employ adequate controls to ensure data are not comingled with any other dataset or product without the express written consent of BJS
- Reduce the volume of PII collected, used, or retained to the minimum necessary
- Limit access to identifiable data to only those individuals who must have such access
- Limit use of identifiable data to only the purposes for which it was approved
- Notify BJS, within one hour of discovery, of all security incidents that impact a FISMA-defined information system used to support award activities
- Log all computer-readable data extracts from databases holding sensitive information and ensure each extract including sensitive data has been erased within 90 days, or its use is still required
- Ensure all contracts involving the processing and storage of PII comply with DOJ policies on remote access and security incident reporting
- Complete data security and confidentiality trainings
- Employ formal sanctions for anyone failing to comply with DOJ policy and procedures, in accordance with applicable laws and regulations.

Applicants are advised that OJP may audit the FISMA-defined information systems that are used by award recipients during the performance period to assess compliance with federal laws and regulations related to data management and security.

To ensure that applicants understand the applicable information system security and privacy requirements, BJS encourages prospective applicants to review the relevant provisions of the BJS Data Protection Guidelines, which summarize the federal statutes, regulations, and other authorities that govern data collected and maintained under BJS's authority. The guidelines are available at https://www.bjs.gov/content/pub/pdf/BJS_Data_Protection_Guidelines.pdf.

Budget Information

BJS will not fund proposals—

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

Cost Sharing or Matching Requirement

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

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.

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

For eligibility information, see the title page.

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

D. Application and Submission Information

What an Application Should Include

For this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, and résumés/curriculum vitae of key personnel. For purposes of this solicitation, “key personnel” means the principal investigator and any and all co-principal investigators.

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 not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”)

2. Project Abstract

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

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

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

3. Program Narrative

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

If the program narrative fails to comply with these length-related restrictions, BJS may consider such noncompliance in peer review and in final award decisions.

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

a. Statement of the Problem

- Applicants should demonstrate an understanding of the goals and objectives of the project.
- Applicants should demonstrate an understanding of the problems faced in performing the tasks required to recode thousands of unique state and federal data fields into a set of nationally standardized variables.
- Applicants should demonstrate an understanding of the challenges faced when transforming administrative records into datasets that support multistate criminal justice research.

b. Project Design and Implementation

- Applicants should provide a timeline and associated activity plan that addresses all tasks outlined in the solicitation.
- Applicants should describe the methods they will use to assess the content and attributes of the criminal history data and document differences in the composition of the information over time and within and across jurisdictions.
- Applicants should provide a detailed description of their approach to converting the data fields in the parsed rap sheet datasets into BJS's standardized coding structure and to producing high-quality research files.

c. Capabilities and Competencies

Applicants should demonstrate—

- The ability to process and analyze administrative data from a large number of federal and state criminal justice agencies across the country.
- The ability to provide a computing environment that supports the data security requirements of this project and that includes the hardware and software needed for processing large data files.
- Knowledge of standard data processing software and the ability to produce data files for analysis and report production in formats readable by a variety of statistical software packages, such as SAS, Stata, and SPSS.
- The ability to provide up-to-date tracking of the project activities and regular reporting of progress.
- The ability to identify and communicate potential problems and problem-solving techniques.

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

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Performance measures for this solicitation are listed in [Appendix A: Performance Measures Table](#).

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

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

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

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 (if applicable)

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 Grantees² (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

A Privacy Certificate and Human Subjects Protection Certification of Compliance must be completed for each project proposed in an application.

- a. **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 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 Privacy Certificate. A model certificate is located at www.bjs.gov/content/pub/pdf/bjsmpc.pdf.
- b. **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.

² 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.

The following appendices should be included with the application (not counted toward the 40-page program narrative requirement):

- a. A bibliography or references.
- b. Any tools, instruments, tables, charts, or graphs pertaining to the proposed program that are supplemental to such items included in the main body of the narrative.
- c. Curriculum vitae or résumés of the principal investigator and any and all co-principal investigators. In addition, curriculum vitae, résumés or biographical sketches of individuals (regardless of investigator status) who will be significantly involved in substantive aspects of the proposal (including individuals such as research methodologists serving as consultants to develop sampling strategies and data experts familiar with prosecutor offices or emerging issues in prosecution).
- d. A list (to the extent known) of all proposed program staff members, including those affiliated with the applicant organization or any proposed subrecipient organization(s), any proposed consultant(s) and contractors (whether individuals or organizations), and any proposed members of the expert panel. The list should include, for each individual and organization, the name, title (if applicable), employer or other organizational affiliation, and roles and responsibilities proposed for the program. For the expert panel, the persons do not need to be identified by name, but the types of persons or organizations should be included.
- e. A detailed proposed program timeline with expected milestones and level of staff effort for each phase of work.
- f. A list of any previous and current BJS awards to applicant organization and investigator(s), including the BJS-assigned award numbers and a brief description of any scholarly products that resulted in whole or in part from work funded under the BJS award(s).
- g. Letters of cooperation/support or administrative agreements from organizations collaborating in the program, such as universities, prosecutors, professional prosecutor organizations, or other membership groups.
- h. A list of other agencies, organizations, or funding source to which this proposal has been submitted (if applicable).

How To Apply (Grants.gov)

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov:

- CFDA # 16.734, Special Data Collections and Statistical Studies.
- BJS-2019-15734.

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

E. Application Review Information

Review Criteria

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

1. **Statement of the Problem (15%)**—The application should demonstrate an understanding of the goals and objectives of the project, including how the work can help to inform practitioners and policymakers. The applicant should clearly demonstrate an understanding of the problems faced in performing the tasks required to recode thousands of unique state and federal data fields into a set of nationally standardized variables. The applicant should demonstrate an understanding of the challenges faced when transforming administrative records into datasets that support multistate criminal justice research.
2. **Project Design and Implementation (35%)**—The application should include a timeline and plan that addresses all tasks outlined in the solicitation, the level of effort for key staff for each deliverable, and an estimated delivery date for each deliverable. The applicant should describe the methods it will use to assess the content and attributes of the criminal history data and document differences in the composition of the information over time and across federal and state jurisdictions. The applicant should also provide a detailed description of its approach to converting the data fields in the parsed rap sheet datasets into BJS’s standardized coding structure and to producing high-quality research files. The applicant should propose methods to overcome the challenges associated with converting state- and federal-specific administrative records into research files that support multistate or national-level criminal justice research.
3. **Capabilities and Competencies (30%)**—The applicant should describe its ability to successfully complete the project tasks. This can include descriptions of past work related to this project and the relevant skills and experience of the proposed project staff. The applicant should identify proposed key personnel and their qualifications for the significant functions in this project, along with concise descriptions of the duties each will perform, and identification by name of all key personnel with decision-making authority (curriculum vitae or resumes of key staff should be included in the application).

The applicant should demonstrate—

- a. The ability to process and analyze administrative data from a large number of federal and state criminal justice agencies across the country.
 - b. Knowledge of applied survey research and social science research methods, with an emphasis on information technology and the processing, coding, cleaning, and verification of administrative data.
 - c. The ability to provide a computing environment that provides data security and includes the hardware and software needed for processing large data files.
 - d. Knowledge of standard data processing software and the ability to produce data files for analysis and report production in formats readable by a variety of statistical software packages, such as SAS, Stata, and SPSS.
 - e. The ability to provide up-to-date tracking of the project activities and regular reporting of progress.
 - f. The ability to identify and communicate potential problems and problem-solving techniques.
4. **Plan for Collecting the Data Required for this Solicitation’s Performance Measures (5%)**—The applicant should demonstrate an understanding of the performance measures required for this project and confirm that the data necessary for the measures will be provided. Applicants should describe how they will track progress toward the deliverables.

- 5. Budget (15%)**—Budget narratives should demonstrate how applicants will maximize cost-effectiveness of grant expenditures. Budgets should be complete, cost-effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate cost-effectiveness in relation to potential alternatives and the goals of the project.³ The budget should address all tasks and deliverables.

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, achievable, and 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 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 Assistant Attorney General, who may take into account not only peer review ratings and BJS 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.

³ Generally speaking, a reasonable cost, 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.

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 Grants.gov, see page 2.

H. Other Information

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

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. 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 Measures	Data Recipient Provides
<p>Program management, including the submission of progress reports.</p>	<p>Number of deliverables completed on time, as determined by BJS.</p> <p>Number of deliverables that meet expectations, as defined by BJS.</p>	<p>The recipient of funds should provide timely deliverables that meet the outlined expectations for program management.</p> <p>Deliverables include—</p> <ul style="list-style-type: none"> (a) Semi-annual reports reflecting program activities, deliverables met, and expenditures to date uploaded into the OJP Grant Management System. (b) Quarterly financial reports ensuring program funds are being used proportionately uploaded into the OJP Grant Management System. (c) A timeline of all activities. (d) A DMP. (e) Bi-weekly telephone meetings to review progress, including agendas and meeting minutes. (f) An automated system for BJS to track the progress of project tasks.
<p>Provide statistical support, implement data quality assurance systems, and prepare technical documentation.</p>	<p>Develop sample designs and weights.</p> <p>Number of deliverables completed on time, as determined by BJS.</p> <p>Number of deliverables that meet expectations as defined by BJS.</p> <p>Final report with a comprehensive overview of the program.</p>	<p>Provide sample designs and weights.</p> <p>Provide deliverables within the time frame specified that are comprehensive, accurate, and meet BJS's expectations.</p> <p>Deliverables include—</p> <ul style="list-style-type: none"> (a) Sample designs and weights. (b) Statistical tables, technical reports, and other supporting documentation. (c) Verification and quality control checks on the standardized datasets and research extracts. <p>Complete a final program report.</p>

Objective	Performance Measures	Data Recipient Provides
<p>Develop computer programs for converting criminal history data into research extracts with a standardized coding structure.</p>	<p>Raw data converted to standardized format.</p> <p>Data that is comprehensive and accurate.</p> <p>Number of deliverables completed on time, as determined by BJS.</p> <p>Number of deliverables that meet expectations as defined by BJS</p>	<p>Provide standardized datasets and research extracts.</p> <p>Provide standardized datasets and research extracts.</p> <p>Provide deliverables that meet expectations involving the successful transformation of 100% of the data fields found in the parsed rap sheet datasets obtained for at least two studies into BJS's standardized codes.</p> <p>Deliverables include—</p> <ul style="list-style-type: none"> (a) Standardized datasets and research extracts. (b) A count of the number of unique data fields stored in the parsed rap sheet datasets. (c) A count of the number of data fields transformed into BJS's nationally standardized codes. (d) Computer programs, codebooks, and other supporting documentation.

Appendix B: Application Checklist

2020 Criminal History Record Assessment and Research Program (CHRARP)

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 Grants.gov:

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

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password
- Acquire AOR confirmation from the E-Biz POC

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov (see page 20)
- Access Funding Opportunity and Application Package
- Sign up for Grants.gov email [notifications](#) (optional)
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see page 15)

After Application Submission, Receive Grants.gov Email Notifications That:

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

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

- Contact BJS regarding technical difficulties (see page 2)

Overview of Post-Award Legal Requirements:

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

Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$1.5 million.

Eligibility Requirement: See the title page.

What an Application Should Include:

The following items are critical application elements required to pass BMR. An application that OJP determines does not include the application elements designated to be critical will neither proceed to peer review nor receive further consideration.

- Abstract (see page 16)
- Program Narrative (see page 16)
- Budget Detail Worksheet (including Narrative) (see page 18)

- Application for Federal Assistance (SF-424) (see page 16)
- Project Abstract (see page 16)
- Program Narrative (see page 16)
- Budget Detail Worksheet (including Narrative) (see page 18)
- Indirect Cost Rate Agreement (if applicable) (see page 18)
- Tribal Authorizing Resolution (if applicable) (see page 18)
- Financial Management and System of Internal Controls Questionnaire (see page 18)
- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see page 18)

Additional Attachments

- Applicant Disclosure of Pending Applications (see page 19)
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see page 19)
- Research and Evaluation Independence and Integrity (see page 19)
- Request and Justification for Employee Compensation; Waiver (if applicable)