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The [U.S. Department of Justice](#), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is pleased to announce that it is seeking proposals to administer the Federal Justice Statistics Program in Fiscal Year 2010 to collect, standardize, analyze, and disseminate comprehensive federal justice transaction statistics. As the principal federal statistical agency in the U.S. Department of Justice, BJS is responsible for the collection, analysis, publication, and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This data collection program furthers the mission of the Department and the Office of Justice Programs, by working in partnership with the justice community to identify the most pressing challenges confronting the justice system and to provide state-of-the-art knowledge and information in support of innovative strategies and approaches for dealing with these challenges.

## **FY2010 Continuation of the Federal Justice Statistics Program Solicitation**

### **Eligibility**

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortia with demonstrated organization and community-based experience working with American Indian and Alaska Native communities, including tribal for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal consortia. However, consistent with OJP fiscal requirements, for-profit organizations are not allowed to make a profit as a result of this award or to charge a management fee for the performance of this award.

### **Deadline**

Registration with Grants.gov is required prior to application submission.  
(See "How to Apply" on page 8)

**All applications are due April 19, 2010, 5:00 p.m. Eastern time.**

(See "Deadlines: Registration and Application" on page 3)

### **Contact Information**

This application must be submitted through the OJP Grants Management System (GMS). For technical assistance with submitting the application, contact the GMS Support Hotline at 888-549-9901, option 3.

**Note:** The GMS Support Hotline hours of operation are Monday - Friday from 6:00 a.m. to midnight Eastern time, excluding federal holidays.

For assistance with the requirements of this solicitation, contact Mark Motivans, BJS Statistician, at 202-307-0765 or email [askbjs@usdoj.gov](mailto:askbjs@usdoj.gov). Include "2010fjisp" in the subject line.

**2010-BJS-2540**

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# FY2010 Continuation of the Federal Justice Statistics Program CFDA No. 16.734

## Overview

The Bureau of Justice Statistics (BJS) is the statistics agency of the U.S. Department of Justice (DOJ) and a component of the Office of Justice Programs (OJP). BJS is announcing a public solicitation for the continuation of the Federal Justice Statistics Program (FJSP) through a Cooperative Agreement. The FJSP serves as the national clearinghouse for federal criminal case processing data – a unique data resource that permits analysis of defendants as they proceed through stages of the federal justice system. Under this program, data are provided by federal justice agencies and are standardized, maintained, analyzed, and archived by recipient. The clearinghouse contains annual data for the years 1994 to 2008. Tasks for the next budget period include receiving 2009 datasets from six federal agencies, converting these data to Standard Analysis File (SAF) format using FJSP processing criteria, and implementing guidelines to ensure data quality and confidentiality. Recipient will also provide technical assistance in using the FJSP data, prepare data and documentation files to support the web-based query system, assist BJS in the creation of new statistical products (e.g., web and/or paper formats), prepare data files with documentation for the National Archive of Criminal Justice Data, and explore adding to the holdings of the clearinghouse.

## Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 5:00 p.m. Eastern time on Monday, April 19, 2010. Please see the “How to Apply” section on page 8 for more details.

## Eligibility

Applications for funds may be submitted by both for-profit (commercial) and nonprofit organizations. (See more information in the “Eligibility” section on page 1)

## Project-Specific Information

**BACKGROUND:** The Bureau of Justice Statistics’ Federal Justice Statistics Program (FJSP) was initiated in 1982 to serve as a central resource for information describing the case processing of federal criminal defendants. The FJSP collects data from different federal criminal justice agencies and standardizes this information to maximize comparability. The data capture

information on persons at arrest and investigation through prosecution, adjudication, sentencing, and corrections. The program represents the primary BJS effort describing the federal criminal justice system and responds directly to the legislative authorization that BJS *collect, analyze, and disseminate comprehensive Federal justice transaction statistics (including statistics on issues of Federal justice interest such as public fraud and high technology crime) and to provide technical assistance to and work jointly with other Federal agencies to improve the availability and quality of Federal justice data.* 42 U.S.C. 3732 (c) (15)

In keeping with the original program plan which was designed to minimize data collection costs, no original data collection is supported under this program. Administrative data are obtained from operational federal agencies including the U.S. Marshals Service, Drug Enforcement Administration, Executive Office for the United States Attorneys, Administrative Office of the United States Courts, Federal Bureau of Prisons, and the United States Sentencing Commission.

The FJSP employs a methodology to standardize key case processing concepts to more closely unify federal justice statistics reporting. Each year, data are received and standardized to create a common unit of analysis, an equivalent time period for reporting of events, and a common offense classification scheme. These reconciled data, referred to as Standard Analysis Files (SAFs), are central to the FJSP's role in reporting uniform federal criminal case processing statistics. The SAFs are incorporated into a web query system, used to create downloadable spreadsheets, and provide the base from which periodic reports on topics of special interest are generated. The SAFs are also provided as raw data files available for public download (<http://fjsrc.urban.org>).

Federal justice statistics are currently made available on the FJSP website located at <http://fjsrc.urban.org> for the years 1994-2008. In 2010, the FJSP website will move to BJS and then the BJS website will serve as the point of access to the FJSP online query system and FJSP raw data files and documentation. The BJS website will also provide access to the FJSP Link Index File (LIF). The LIF is a cross-walk that has been developed to link individual case records across FJSP agencies and years (currently, 1994-2006). Computer matching techniques are used to link person-case records using confidential identifiers. Once the link is made, these identifiers are replaced with a sanitized identification number so the user can link cases using FJSP SAFs without the use of confidential identifying information (<http://fjsrc.urban.org/download.cfm>).

**PROGRAM OBJECTIVES:** The purpose of this award is to support the continuation of the Federal Justice Statistics Program. The recipient of funds will continue to collect, standardize, maintain, and archive specified federal data, provide technical assistance in use of data, produce annual statistical tables and topical special reports, and provide expertise in improving record linkage. The recipient will provide annual data files formatted to specifications for the purposes of updating the FJSP online query system. All materials (including software code, documentation, and standard analysis datasets) developed by the recipient under this grant will belong to BJS.

## Funding Information

**All BJS awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.** Assistance will be made available under a cooperative agreement. Awards will be made for a period of 12 months with an option for two additional continuation years, conditional upon availability of funds and the quality of the initial performance and products. Cost estimates are not to exceed \$650,000 for the initial 12-month period. Funding for subsequent years may include reasonable increases for cost-of-living and changes in scope of work, where applicable.

## SCOPE OF WORK

The objective of the proposed program is to continue activities initiated under the ongoing BJS Federal Justice Statistics Program. Specifically, the recipient will—

- Maintain and expand the FJSP database which involves the collection, processing, and maintenance of data provided by participating federal agencies.
  - The agencies currently participating in the program include: the U.S. Marshals Service, Drug Enforcement Administration, Executive Office for the United States Attorneys, Administrative Office of the United States Courts, Federal Bureau of Prisons, and United States Sentencing Commission. The Administrative Office provides data describing the activities of the Federal Pretrial Services agencies and the Federal Probation and Supervision Service (in addition to data provided on federal criminal defendants adjudicated and sentenced). The Federal Judicial Center has provided data describing the federal courts' appellate docket. The recipient, working with BJS, should attempt to expand the program to include other federal justice agencies;
  - Recipient will process data according to standardization protocols creating an annual set of standard analysis data files from each agency's source data. Standard Analysis Files (SAFs) include all variables included in the source data and all computed variables created for the FJSP statistical series. The grantee will manage the current linking system and implement improvements as determined in conjunction with BJS. Recipient will adhere to all applicable federal regulations regarding privacy (28 CFR part 22 and 42 U.S.C. 3789(g)). This includes ensuring that personal identifiers are removed from the data prior to public release;
  - Recipient will maintain and update all documentation for SAF creation and including statistical analysis codebooks and all computer code used to create the data presentation tables that are distributed through the BJS website. Documentation, to the extent possible, will be maintained in a database.

- In support of the BJS online query system, develop and implement a process to deliver FJSP data files in a timely and readily importable format to the BJS web site. Recipient will propose enhancements to improve the presentation of federal justice data on the BJS web site;
- Support BJS requests for data tabulations, analyses, data sets, and other data manipulations using the FJSP data. In conjunction with BJS, recipient will propose and prepare statistical reports using data from the FJSP and submit both text and tables in publication-ready format.
- Prepare data files and related documentation for archiving in the National Criminal Justice Data Archive. The public use data files of the source data shall conform to BJS standards for submission to the National Archive of Criminal Justice Data at the University of Michigan.
- Provide BJS with electronic access to the FJSP data and computing resources, as necessary.

**Please note:** All applicants under this solicitation must comply with Department of Justice regulations on confidentiality and human subjects protection. See “Other Requirements for OJP Applications” at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

**What will *not* be funded:**

1. Provision of training or direct service.
2. Proposals primarily to purchase equipment, materials, or supplies. (In general, budgets may include these items if they are necessary to conduct applied research, development, demonstration, evaluation, or analysis.)
3. Work that will be funded under another specific solicitation.

**Limitation on Use of Award Funds for Employee Compensation; Waiver:** No portion of any award of more than \$250,000 made under this solicitation may be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Director of the Bureau of Justice Statistics. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

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

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Grantees are required to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>Maintain and expand the FJSP database through the collection, processing, and maintenance of data provided by participating federal agencies;</p> <p>Assist BJS in the creation of new statistical products (e.g., web and/or paper formats).</p>	<p>Percentage of deliverables (including final reports) that meet OJP's expectations for depth, breadth, scope, quality of study, and pertinence (as determined by BJS program managers and management).</p> <p>Number of reports issued within one month of the expected release date.</p> <p>Quality of management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits.</p>	<p>All applicable deliverables including final reports and grantee statistical documents authored/co-authored with BJS.</p> <p>Quarterly financial reports, semi-annual progress reports, and a final progress report;</p>
<p>Provide data files and documentation needed to support the web-based federal justice statistics query system for BJS website;</p>	<p>#215 Agency-Level Response Rate (Achieve a 95% or better response rate for core items.)</p>	<p>The recipient must conduct verification checks of changes or additions made to annually submitted agency source data files that result in an error rate whereby follow-up by BJS is required for no more than 3 percent of total number of variables for that agency.</p> <p>The recipient must conduct verification checks of annual source agency changes that result in changes in data documentation and ensure there will be no more than 5 variables in error for that year.</p>

		<p>Data dissemination tables provided to BJS web query system will be subject to quarterly audits by BJS staff to ensure that posted data/information meets acceptable standards for: 1) data and text accuracy [e.g., minimal errors in posted data and in punctuation/spelling of posted text]; and 2) timeliness [e.g., data are provided to BJS website within 6 months of completion of Standard Analysis Files] .</p>
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## How to Apply

Applications will be submitted through OJP’s Grants Management System (GMS). [GMS](#) is a web-based, data-driven computer application that provides cradle to grave support for the application, award, and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time using the system. Complete instructions on how to register and submit an application in GMS can be found at [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/). If you experience technical difficulties at any point during this process, please e-mail [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov) or call 888-549-9901 (option 3), Monday–Friday from 6:00 a.m. to midnight Eastern time. OJP highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following six steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 866-705-5711 or by applying online at <http://www.dunandbradstreet.com/>. Individuals are exempt from this requirement.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database

is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

3. **Acquire a GMS username and password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/).
4. **Search for the funding opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the “Funding Opportunities” link on the left hand side of the page. Please select Bureau of Justice Statistics and the Federal Justice Statistics Program (FJSP), 2010.
5. **Select the “Apply Online” button associated with the solicitation title.** The search results from step 4 will display the solicitation title along with the registration and application deadlines for this funding opportunity. Please select the “Apply Online” button in the “Action” column to create an application in the system.
6. **Submit an application addressing all of the requirements outlined in this solicitation by following the directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

**Note: OJP’s Grants Management System (GMS) does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

### **Experiencing Unforeseen GMS Technical Issues**

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact BJS staff **within 24 hours after the deadline** and request approval to submit your application. At that time, BJS staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

### **What an Application Must Include**

OJP strongly recommends use of appropriately descriptive file names (e.g., “Program Narrative,” “Budget and Budget Narrative,” “Timelines,” “Memorandum of Understanding,”

“Résumés”) for all required attachments. Where résumés are required, OJP recommends that all résumés be included in a single file.

An application must include the following:

#### **Standard Form 424**

Please see [http://www.ojp.usdoj.gov/funding/forms/application\\_sf424.pdf](http://www.ojp.usdoj.gov/funding/forms/application_sf424.pdf) for instructions on how to complete your SF424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the "Type of Applicant 1" data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

#### **Program Narrative**

The Program Narrative includes:

- a. Abstract (not to exceed 600 words).
- b. Table of contents
- c. Main body. The main body of the Program Narrative should describe the project in depth and include the following sections:
  - Purpose, goals, and objectives
  - Data management methods (including data standardization and linkage)
  - Project management plan and organization
  - Organizational and staff capabilities
  - Computing environment and capabilities.
- d. Appendixes. Appendixes are not counted against the program narrative page limit and must include:
  - Bibliography/References (if applicable)
  - List of key personnel (required)
  - Résumés of key personnel (required)
  - List of previous and current BJS awards (required)
  - Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable)
  - Chart for timeline, research calendar, or milestones (required). Other materials required by the solicitation—Refer to the section of the solicitation under which you are applying and ensure you provide any additional materials requested.

**Page limit:** The program narrative section of your application must not exceed 30 double-spaced pages in 12-point font with 1-inch margins. Abstract, resubmit response, table of contents, charts, figures, appendixes, and government forms do not count toward the 30-page limit for the narrative section.

Applicants should anticipate that if any portion of the program narrative exceeds these length-related restrictions, such that it provides a significant competitive advantage, that portion of the narrative will not be reviewed in peer review or be considered in final award decisions.

## **Budget and Budget Narrative**

A sample budget worksheet can be found at [http://www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf). If you submit a different format, you must include the budget categories as listed in the sample budget worksheet. Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at <http://www.ojp.usdoj.gov/financialguide/index.htm>.

## **Indirect Cost Rate Agreement**

Documentation of Federally Approved Indirect Costs Agreement. Applicants that do not have a federally negotiated cost rate and wish to establish one may submit a proposal to their "cognizant" federal agency. In general, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, information needed to submit an indirect cost rate proposal can be obtained at <[http://www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf)>.

## **Plan for collecting the data required for performance measures.**

**(See "Performance Measures" section above.)**

## **Tribal Authorizing Resolution**

If an application is being submitted by either (1) a tribe or tribal organization, or (2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents must be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application must include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant.

## **Other Attachments**

**Key staff information.** This should include a staff loading chart, by task, showing the role and number of hours committed for proposed staff; identification of proposed key personnel and their qualifications for the significant functions in this project, along with concise descriptions of the duties each will perform under the cooperative agreement; and an identification by name of all key personnel with decision-making authority.

**Privacy Certification.** The Privacy Certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person, which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures

to be followed to protect identifiable data. A model certificate is located at <<http://bjs.ojp.usdoj.gov/content/pub/pdf/bjsmpc.pdf>>.

**Human Subjects Protection Certification of Compliance.** BJS requires the funding recipient to submit proper documentation to be used to determine that the research project meets the federal requirements for human subjects protections set forth in 28 CFR Part 46. A model certificate, describing the necessary information to be provided by the funding recipient, can be accessed at <<http://bjs.ojp.usdoj.gov/content/hscr.cfm>>.

## Selection Criteria

Proposals should describe the plan and implementation strategies to perform the tasks outlined in the Statement of Work. Information on staffing levels and qualifications should be included for each task and descriptions of experience relevant to the project. Résumés of the proposed project director and key staff should be submitted with the proposal.

The applicant will be evaluated on the basis of:

**Statement of the Problem** (Understanding of the project and its importance)—15%

1. Understanding of program goals and products
2. Knowledge of the federal criminal justice system
3. Understanding of the value of the project to the field

**Project Design and Implementation** (Quality and technical merit)—40%

1. Awareness of the state of current project activities and technology
2. Soundness of proposed procedures including the analytic and technical approaches used and awareness of potential pitfalls
3. Implementation plans for current or enhanced data linkage system and outputs
4. Innovation and creativity (when appropriate)

**Dissemination Strategy**—10%

1. Well-defined plan for the recipient to disseminate data tables/raw data to BJS website and NACJD data archive
2. Suggestions for print and electronic products BJS might develop for practitioners and policy makers

**Capabilities/Competencies** (Capabilities, demonstrated productivity, and experience of applicants)—25%

1. Qualifications and experience of proposed staff
2. Demonstrated ability of proposed staff and organization to manage the effort
3. Adequacy of the plan to manage the project, including how various tasks are subdivided and resources/staff are used
4. Successful past performance on BJS grants and contracts (when applicable)

**Budget—10%**

1. Appropriateness of the budget relative to the level of effort
2. Adequate and efficient assignment of staff to tasks

## **Review Process**

OJP is committed to ensuring a fair and open process for awarding grants. BJS reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with basic minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

Peer Reviewers will be reviewing the applications submitted under this solicitation as well. BJS may use either internal peer reviewers, external peer reviewers or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation, who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this application. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewer's ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with BJS, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

All final award decisions will be made by the director of the Bureau of Justice Statistics, who may also give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- [Civil Rights Compliance](#)
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – federal taxes certification requirement

## Application Checklist 2010 Federal Justice Statistics Program

The application check list has been created to aid you in developing your application. If any of these items are missing, the application may not move forward.

### **The Application Components:**

- \_\_\_\_\_ Program Narrative must include:
  - Abstract (not to exceed 600 words)
  - Table of Contents
  - Main Body
  - Appendixes

**Page limit:** The program narrative section of your application must not exceed 30 double-spaced pages in 12-point font with 1-inch margins. Abstract, resubmit response, table of contents, charts, figures, appendixes, and government forms do not count toward the 30-page limit for the narrative section.

- \_\_\_\_\_ Budget Narrative
- \_\_\_\_\_ Budget Detail Worksheet
- \_\_\_\_\_ Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures

### **Required Forms, Certifications and Other Components:**

- \_\_\_\_\_ Standard Form 424
- \_\_\_\_\_ Privacy Certification
- \_\_\_\_\_ Human Subjects Protection Certification of Compliance
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable)