



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is pleased to announce that it is seeking applications from state Statistical Analysis Centers to receive funding under the 2014 State Justice Statistics (SJS) Program. This program furthers the Department's mission by supporting the collection, analysis, and dissemination of statistical information on crime and criminal justice at the state and local level. BJS is specifically authorized by federal statutes to provide assistance in the development of state and local government justice information systems, and BJS is directed to give primary emphasis to the problems of state and local justice systems (42 U.S.C. § § 3731, 3732). The state Statistical Analysis Centers (SACs), each established by state legislation or executive order, are one important mechanism by which BJS fulfills its mandate under these statutes. For the purpose of this solicitation, "state" includes the District of Columbia and U.S. territories.

State Justice Statistics Program for Statistical Analysis Centers, 2014

Eligibility

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

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

Deadline

Applicants must register in [OJP's Grants Management System](#) (GMS) prior to submitting an application for this funding opportunity. Select the "Apply Online" button associated with the solicitation title. (See "How to Apply," page 22.) All registrations and applications are due by 5:00 p.m. eastern time on April 14, 2014. (See "Deadlines: Registration and Application," page 4.)

Contact Information

For technical assistance with submitting an application, contact the Grants Management System Support Hotline at 888-549-9901, option 3, or via e-mail at GMS.HelpDesk@usdoj.gov. The [GMS](#) Support Hotline hours of operation are Monday – Friday from 6:00 a.m. to midnight eastern time, except federal holidays.

Applicants that experience unforeseen GMS technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJS contact identified

below **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirements of this solicitation, contact Devon B. Adams, Chief, Criminal Justice Data Improvement Program, by telephone at 202-307-0765, or by e-mail at askbjs@usdoj.gov. Include SJSSAC14 in the subject line.

Release date: February 25, 2014

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State Justice Statistics Program for Statistical Analysis Centers, 2014 (CDFA # 16.550)

Overview

This program announcement describes the guidelines and requirements of the FY 2014 State Justice Statistics (SJS) Program for Statistical Analysis Centers (SACs). Since 1972, the Bureau of Justice Statistics (BJS) and its predecessor agency, the National Criminal Justice Information and Statistics Service, have provided support to state and territorial governments to establish and operate SACs to collect, analyze, and report statistics on crime and justice to federal, state, and local levels of government and to share state-level information nationally. The information produced by SACs and their involvement in criminal justice projects have been, and will continue to be, critical to federal, state, and local criminal justice agencies and community organizations as they develop programs and policies related to crime, illegal drugs, victim services, and the administration of justice.

Deadlines: Registration and Application

Applicants must register in GMS prior to submitting an application for this funding opportunity. The deadline to register in GMS is 5:00 p.m. eastern time on Monday, April 14, 2014, and the deadline to apply for funding under this announcement is 5:00 p.m. eastern time on Monday, April 14, 2014. See "How to Apply" on page 22 for details.

Eligibility

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

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

Applications for SAC funding must contain an explanation of the placement of the SAC within the state organization structure, including the SAC's relationship to the governor's office, to other relevant state agencies, and any other organizations included as recipients of funds in the application. A current list of SAC's in each state is available at www.jrsa.org/sac/saclist.html.

The SAC must be staffed by professionals skilled in the application of statistical methods and techniques, including a SAC director whose background includes the education and experience appropriate to the position. SAC staff should be familiar with the factors, issues, and processes involved in crime and the criminal justice system. Each application must identify the SAC director and other key personnel and must provide brief summaries of their qualifications. However, a duplicate qualification summary need not be provided if it was submitted as part of an earlier application. In the case of vacant positions, job descriptions must be provided. If the SAC directorship becomes vacant after an award is made, the recipient agency must notify BJS and submit the position description and required qualifications to be used in recruiting a replacement. When a replacement is designated, a resume of the individual's qualifications must be submitted to BJS for approval.

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

Program-Specific Information

MESSAGE FROM THE ACTING DIRECTOR

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

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

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

With this new solicitation for FY 2014, I am announcing a refocusing of the SJS program on the core mission of the SACs – a return to building the fundamental SAC capabilities to collect, analyze, and publish statistical data that supports the states' strategic criminal justice planning

needs. Initially, we are targeting core capacity building projects, including (a) carrying out research utilizing incident-based crime data that are compatible with the National Incident-Based Reporting System (NIBRS), (b) measuring criminal justice system “performance,” (c) and projects which demonstrably increase access to important statistical data in the state.

We will also provide enhanced support for projects that are of particular interest to BJS. These “special emphasis” projects include: (a) utilizing administrative criminal justice data for research, (b) conducting targeted analyses which utilize the state’s criminal history records, or (c) carrying out a statewide crime victimization survey. Each of these areas can complement many BJS efforts to build national statistical collections.

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

William J. Sabol, Acting Director
Bureau of Justice Statistics

Goals, Objectives, and Deliverables

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

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

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

The Justice Research and Statistics Association (JRSA) is the professional membership association of SAC directors. In addition to the SJS SAC program, for many years BJS also

provided funding to JRSA to deliver technical assistance and training to the SACs, to coordinate the dissemination of SAC research reports, and to help coordinate special multi-state research projects of interest to BJS. Together these efforts were designed to —

- enhance states' capabilities to collect, analyze, and interpret data on justice issues relevant to the states and to the nation;
- make maximum use of state statistical organizations and state-level data collected by BJS and other Department of Justice components;
- provide a mechanism for collaboration among the states and the federal government to collect, maintain, and build data systems having common informational components, and to share state-specific information pertaining to vital justice system data;
- share research, definitions, data collection methods, survey materials and techniques, and data analysis procedures among the states and the federal government, to improve the availability, quality, and comparability of the data, and to reduce the burden on these entities to collect and disseminate this information; and
- better serve the information needs of the states and federal government by providing a core body of knowledge on the administration of criminal justice in each state.

SJS Program Focus

In recent years, BJS designated specific SJS program themes and strongly encouraged applicants to give careful consideration to proposing projects that address one or more of the designated themes. If a SAC did not feel that any of the topics were relevant to its state, then it could identify a topic or statistical activity of critical importance to its jurisdiction. The SJS program themes were selected jointly by BJS, JRSA, and selected SAC directors. Historically, SACs have used SJS funds for —

1. collecting, analyzing, and publishing criminal justice data;
2. analyzing data in support of public policy, especially on the themes identified in the announcement or selected by the applicant in consultation with BJS;
3. providing JRSA with data on program themes for compilation and the production of a national report;
4. maintaining contact with BJS to ensure that information is developed and shared efficiently with BJS, other states, and various users;
5. informing BJS of states' needs relative to statistical data;
6. providing information and electronic data to the National Archive of Criminal Justice Data (NACJD), or other designated recipients pursuant to BJS request;
7. establishing and maintaining contacts with state criminal justice agencies, the courts, victims organizations, and local governments and their criminal justice agencies;
8. assisting criminal justice agencies with defining their needs for specific statistical and other information needed to plan, implement, and evaluate criminal justice programs; and

9. providing technical assistance to collect, interpret, use, and share statistical information. Travel funds for this program should be used primarily for in-state activities involving data collection and analysis, providing technical assistance and training, and being a liaison to other organizations.

New Focus for FY 2014

For FY 2014, BJS intends for the SJS program to focus on building the core capacities of the state statistical analysis center. The emphasis of this year's SJS program is on enhancing the SAC's capabilities to collect, analyze, and publish statistical data that supports the state's strategic criminal justice planning needs. Additionally, SACs are strongly encouraged to collaborate with their State Administering Agency (SAA) on developing FY 2014 SJS program projects.

This year, BJS will provide funds for (1) core capacity building projects and (2) special emphasis projects focused on specific capacities. Under the first category, BJS is emphasizing the enhancement of the SAC's capabilities to collect, analyze, and publish statistical data that supports the state's strategic criminal justice planning needs:

- Core capacity building projects may include: (a) carrying out research utilizing incident-based crime data that are compatible with the National Incident-Based Reporting System (NIBRS), (b) measuring criminal justice system "performance," (c) increasing access to statistical data, or (d) other capacity building project identified by the SAC.
- Special emphasis capacity building projects include: (a) utilizing administrative criminal justice data for research, (b) conducting targeted analyses which uses the state's criminal history records, or (c) carrying out a statewide crime victimization survey.

SJS Program Areas

I. Core Capacity Building Projects

Projects in the following areas are seen as priority capacity building activities. Core capacity projects should be focused on enhancing or building access to new sources of data and improving analytic capability, rather than maintaining current efforts. For example, funds should not be requested to update annual or reoccurring reports unless it involves revised methods or new datasets.

- A. Carrying out research using incident-based crime data that are compatible with the National Incident-Based Reporting System (NIBRS).** SJS funds may be used by the SAC to conduct research and analysis of NIBRS-compatible incident-based data that will reflect the utility of these data for studying criminal justice issues. A necessary component of such a project will be an assessment and review of the data quality of the incident-based data used. Final reports must include a thorough discussion of data quality. These analyses must also result in a publishable quality report that will be disseminated nationally. In addition, SJS funds under this priority area may also be used to examine the utility of linking NIBRS incident reports to a state's criminal history records for research purposes and in partnership with the state's criminal history record repository.

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

SACs seeking funding under the core capacity building area must include in their application a specific justification for each proposed project that explains exactly how the project will respond to capacity-building needs identified by the SAC. This explanation should, in effect, be a long range plan that includes: (1) an assessment of the SAC’s current data collection, analysis, and publication capabilities; (2) a description of how the project(s) proposed will enhance those capabilities; and (3) a description of how the capacity built will be maintained after the conclusion of the SJS award. The strength of the justification and plan included will be a consideration for BJS in making a final award decision on the SAC’s application. The intent is for federal funds to build new or enhance current capacities as opposed to simply maintaining current efforts. A maximum of \$60,000 annually may be sought for core capacity building projects, which may range from 12 to 36 months based on the nature of the proposed project(s) and the quality of supporting strategic plan. At the end of the project period, final deliverables must be submitted to BJS as part of the final progress report (including any other final reports, evaluations, web site enhancements, etc.). Applications may also include travel funds for one person to attend the annual NCJA/JRSA National Forum on Criminal Justice.

II. Special Emphasis Capacity Building Projects

A SAC may also apply for additional funding to support special emphasis projects in these specific areas:

- A. Using administrative or operational criminal justice data for research.** SACs are encouraged to seek SJS funds to implement interfaces or data exchange technologies that improve statistical and research access to data and systems maintained by other state or local entities, including departments of correction, prison, parole, probation, prosecutor, judicial, victim service, and law enforcement agencies.

For example, funds may be requested, to establish the technical capacity for the SAC to conduct criminal history records-based research. Funds could also be requested to help

establish data exchanges that would provide the SAC with data on—

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

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

B. Conducting targeted analyses which utilizing the state’s criminal history records.

BJS encourages SACs to utilize the state’s criminal history records for research. A SAC may also use SJS funds to support analyses of—

- a. patterns of criminal behavior, such as sex offending, stalking, or domestic violence;
- b. arrests, prosecutions, and convictions for firearms-related offenses;
- c. the effect of indigent defense on criminal case outcomes;
- d. prisoner or probationer recidivism, including rates of rearrest, reconviction, and return to custody; or
- e. the implementation or impact of programs, such as drug courts, prisoner reentry initiatives, or specialized probation programs on recidivism.

BJS is particularly interested in analyses that will—

- Evaluate the accuracy and completeness of the state’s criminal history records for the purpose of identifying statewide record improvement strategies, in partnership with the state’s criminal history record repository or NCHIP administering agency. Areas explored may include the extent to which arrest information is followed by prosecutor or court disposition information, how probation or parole violations are reflected on records, how law enforcement practices around warrant arrests may affect data quality, the use of free text or unstructured data fields may affect the use of record, etc.
- Explore the feasibility of using the state’s criminal history records as a source of statewide arrest or booking statistics, in collaboration with the state’s criminal history record repository or NCHIP administering agency. Areas explored may include the uniformity of reporting practices by law enforcement, courts, and corrections agencies in a state; correlation between criminal history data and other sources of arrest, prosecution, and court case processing data; etc.

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

- Explore the of quality of court and sentencing data to examine felony case processing in partnership with the state's court administrative office, sentencing commission, or similar agency. Areas explored may include the extent to which these records may support analysis of criminal case processing time; analysis of charge or plea bargaining; analyses of outcomes of domestic violence arrests, etc.

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

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

BJS also encourages collaboration among the SACs (i.e., multi-SAC projects), particularly projects that may leverage one SAC's expertise in another's proposed project to help build capacity. At the end of the special emphasis project period, final deliverables must be submitted to BJS as part of the final progress report (including final reports, evaluations, website enhancements, etc.). Up to \$150,000 annually may be sought for a special emphasis project, which may range from 12 to 36 months based on the nature of the proposed project(s) and quality of the supporting justification. BJS anticipates making up to ten awards for special emphasis projects.

Evidence-Based Programs or Practices

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

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

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or

intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. Based on the factors described above, the strength of causal evidence will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's CrimeSolutions.gov website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Amount and Length of Awards

- **Award Period.** Awards made under this announcement will be in the form of a cooperative agreement. Awards normally will be for 12 to 36 months. No-cost extensions may be granted by BJS for good cause (e.g., under-spending due to an unavoidable staff vacancy). Extensions, submitted through the GMS, should be requested in writing at least 60 days in advance of the award's scheduled expiration date; requests that are received later may not be approved. BJS will not approve any extension of more than 1 year beyond the original expiration date of the award.
- **Award Amount.** Each award is intended to supplement state financial support of the SAC.
 - A maximum of \$60,000 annually may be sought for core capacity building projects, which may range from 12 to 36 months based on the nature of the proposed project(s) and the quality of supporting justification.
 - A maximum of \$150,000 annually may be sought for a special emphasis project, which may range from 12 to 36 months based on the nature of the proposed project(s), quality of the supporting justification, and availability of funds.

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

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2014 salary table for SES employees is available at www.opm.gov/salary-tables. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

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

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

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

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

Costs Associated with Language Assistance (if applicable)

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

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" webpage at www.ojp.usdoj.gov/funding/other_requirements.htm.

Match Requirement

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

Performance Measures

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

Objective	Performance Measure(s)	Data Grantee Provides
1) Enhance the capabilities of states to collect, analyze, and interpret data on justice issues relevant to the	The number of scheduled data collection series and special analyses conducted.	Number of studies/projects initiated and completed. Number of information and/or technical assistance requests handled.

<p>states and the nation.</p>	<p>Number of outreach activities to respondents of BJS surveys to provide information and technical assistance.</p> <p>Number of products made available to customers (print and online).</p>	<p>Number of conferences and workshops attended to present findings, provide training, and exchange information.</p> <p>Number and type of justice-related databases compiled.</p> <p>Number of reports and other publications produced (in paper and electronic formats).</p> <p>Number of media releases or advisories produced.</p> <p>Number of website user sessions.</p> <p>Number of publications and other data (i.e., spreadsheets) downloaded.</p> <p>Number of databases added to interactive query systems.</p>
<p>2) Provide a mechanism that supports the collection and sharing of vital justice system data among the states and between the states and the Federal Government.</p>	<p>The number of scheduled data collection series and special analyses to be conducted.</p>	<p>Number of multi-state projects initiated and completed by SACs.</p> <p>Number of reports produced presenting findings of collaborative projects.</p> <p>Number of JRSA studies or information inquiries.</p> <p>Number of projects submitted by SAC to the Justice Research and Statistics Association's Infobase of State Activities and Research (ISAR).</p> <p>Number of SAC project datasets submitted to the National Archive of Criminal Justice Data.</p>

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section "What an Application Should Include" on page 14 for additional information.

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that

preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

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

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

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

2. Project Abstract

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

- written for a general public audience.
- submitted as a separate attachment with "Project Abstract" as part of its file name.
- single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative. **Separate abstracts should be submitted for core capacity building and special emphasis projects, if applying for both.**

All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

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

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

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

3. Program Narrative

The purpose of the Program Narrative is to present a statement of the intended project's goals and objectives; the proposed strategy for achieving them, including anticipated products. The

Program Narrative should address all the areas identified in the Selection Criteria on page 20 and include the following sections:

- **SAC description and staffing.** The narrative should include: an explanation of the placement of the SAC within the state organizational structure, a brief summary of the qualifications of the SAC Director and other key personnel, a description of the roles and responsibilities of key organizational and/or functional components involved in project activities, and a list of key personnel responsible for managing and implementing the major elements of the program.
- **Status of prior SJS projects.** Applications should include the status of each award your SAC received in Fiscal Years 2010 through 2013. List by theme the project(s) and associated products you proposed to conduct/produce during the grant period. If any were significantly revised or replaced, briefly describe the revisions/replacements. For each project, indicate the status of it by the following categories: completed, in process, or revised/replaced. For each product, state if it has been published, presented at a public meeting, or otherwise recognized by whatever means.
- **Proposed projects.** The program narrative should fully describe the expected design and implementation of the proposed project(s). In developing the narrative, refer to the program design and focus areas described in the solicitation. This section must include a specific justification for each proposed project that explains exactly how the project will respond to capacity-building needs identified by the SAC. This explanation should, in effect, be a long range plan that includes: (1) an assessment of the SAC's current data collection, analysis, and publication capabilities; (2) a description of how the project(s) proposed will enhance those capabilities; and (3) a description of how the capacity built will be maintained after the conclusion of the SJS award. The strength of the justification and plan included will be a consideration for BJS in making a final award decision on the SAC's application. The project description and design discussion is limited to 10 pages for core capacity projects and 15 pages for special emphasis projects.
- **Timeline.** The narrative should include a timeline of activities indicating, for each proposed activity, the projected duration of the activity, expected completion date, and any products expected.
- **Plan for Collecting the Data Required for this Solicitation's Performance Measures.** Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to BJS as part of their semi-annual progress reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

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

b. Budget Narrative

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

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

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

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

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

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

6. Additional Attachments. The following required documents should be submitted online as file attachments:

A privacy certificate and human subjects protection certification of compliance must be completed for each project proposed in an application.

- **Privacy Certification.** The Privacy Certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable

to a private person, which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient’s Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable data. A model certificate is located at www.bjs.gov/content/pub/pdf/bjsmpc.pdf.

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

a. Applicant disclosure of pending applications

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

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

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

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

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

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the

separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

b. Research and Evaluation Independence and Integrity

If a proposal involves research or evaluation, regardless of the proposal’s other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research and evaluation funded by BJS grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research and evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include those in which an investigator would be in a position to evaluate a spouse’s work product (actual conflict), or an investigator would be in a position to evaluate the work of a former colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research or evaluation. If the applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

For situations in which potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation independence and integrity will include, but may not be limited to, the adequacy of the applicant’s efforts to identify factors that could affect the objectivity or integrity of the proposed staff or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant’s existing or proposed remedies to control any such factors.

7. Accounting System and Financial Capability Questionnaire

Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years must download, complete, and submit this [form](#).

Selection Criteria

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

Capacity-Building Needs as Described in the Program Narrative

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

Project/Program Design and Implementation

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

Capabilities/Competencies

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

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

- Applicants should indicate an understanding of these requirements (pp.13-14) and discuss how the applicant will gather the required data, should the applicant receive funding.

Budget

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

Relevance

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

Review Process

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

The Office of the Chief Financial Officer, in consultation with BJS, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the Budget Detail Worksheet 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 BJS, who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct
- National Environmental Policy Act (NEPA)

- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Non-profit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active SAM Registration
- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)
- OJP Training Guiding Principles for Grantees and Subgrantees

How to Apply

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

Note on File Types: GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”

All applicants should complete the following steps:

1. Acquire a Data Universal Numbering System (DUNS) number. In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their application for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

2. Acquire registration with the System for Award Management (SAM). SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must **update or renew their SAM registration annually** to maintain an active status.

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

3. Acquire a GMS username and password. New users must create a GMS profile by selecting the “First Time User” link under the sign-in box of the [GMS](http://www.gms.gov) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.

4. Verify the SAM (formerly CCR) registration in GMS. OJP requests that all applicants verify their SAM registration in GMS. Once logged into GMS, click the “CCR Claim” link on the left side of the default screen. Click the submit button to verify the SAM (formerly CCR) registration.

5. Search for the funding opportunity on GMS. After logging into GMS or completing the GMS profile for username and password, go to the “Funding Opportunities” link on the left side of the page. Select Bureau of Justice Statistics and the State Justice Statistics Program for Statistical Analysis Centers, 2014.

6. Register by selecting the “Apply Online” button associated with the funding opportunity title. The search results from step 5 will display the funding opportunity title along with the registration and application deadlines for this funding opportunity. Select the “Apply Online” button in the “Action” column to register for this funding opportunity and create an application in the system.

7. Complete the Disclosure of Lobbying Activities. All applicants must complete this information and submit the form in GMS. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields. Access the form at www.ojp.gov/funding/forms/disclosure.pdf.

8. Follow the directions in GMS to submit an application consistent with this solicitation. Once submitted, GMS will display a confirmation screen stating the submission was successful. **Important:** In some instances, applicants must wait for GMS approval

before submitting an application. OJP urges applicants to submit the application **at least 72 hours prior** to the application due date.

Note: Duplicate Applications

If an applicant submits multiple versions of an application, BJS will review only the most recent valid version submitted.

Experiencing Unforeseen GMS Technical Issues

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

The following conditions are generally insufficient to justify late submissions:

- failure to register in SAM or GMS in sufficient time
- failure to follow GMS instructions on how to register and apply as posted on the GMS website
- failure to follow each instruction in the OJP solicitation
- technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with GMS, if any, are posted at the top of the OJP funding webpage at www.ojp.usdoj.gov/funding/solicitations.htm.

Provide Feedback to OJP

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

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

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

Application Checklist

State Justice Statistics Program for Statistical Analysis Centers, 2014

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

What an Applicant Should Do:

Prior to Registering in GMS:

- _____ Acquire a DUNs Number (see page 23)
- _____ Acquire or renew registration with SAM (see page 23)

To Register with GMS:

- _____ For new users, acquire a GMS username and password* (see page 23)
- _____ For existing users, check GMS username and password* to ensure account access (see page 23)
- _____ Verify SAM registration in GMS (see page 23)
- _____ Search for correct funding opportunity in GMS (see page 23)
- _____ Select correct funding opportunity in GMS (see page 23)
- _____ Register by selecting the “Apply Online” button associated with the funding opportunity title (see page 23)

*Password Reset Notice – GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contacts designed within GMS at the time the account was established. Neither OJP or the GMS Help Desk will initiate a password reset unless requested by the authorized official or a designated point of contact associated with an award or application.

General Requirements:

- _____ Review [Other Requirements](#) webpage

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s) as stated in the solicitation (see page 12).

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 15)
- _____ Project Abstract (see page 15)
- _____ Program Narrative (see page 15)
- _____ Budget Detail Worksheet (see page 16)
- _____ Budget Narrative (see page 17)
 - _____ Employee Compensation Waiver request and justification (if applicable) (see page 12)
 - _____ Read OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm (see page 13)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 23)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 17)
- _____ Additional Attachments
 - _____ Privacy Certification (see page 17)

- _____ Human Subjects Protection Certification of Compliance (see page 18)
- _____ Applicant Disclosure of Pending Applications (see page 18)
- _____ Research and Evaluation Independence and Integrity (see page 19)
- _____ Accounting System and Financial Capability Questionnaire (see page 20)