

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



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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 for funding to administer activities under the FY 2012 State Justice Statistics Program for Statistical Analysis Centers Technical Assistance Program (SJS-SAC TA). 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.

## **FY 2012 State Justice Statistics Program for Statistical Analysis Centers Technical Assistance Program**

### **Eligibility**

Eligible applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortia with demonstrated organizational 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**

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 9.) All applications are due by 11:59 p.m. eastern time on June 25, 2012. (See "Deadlines: Registration and Application," page 3.)

### **Contact Information**

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 605-545-5035 or via e-mail at [support@grants.gov](mailto:support@grants.gov).

**Note:** The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact Stephanie L. Burroughs, Program Manager, at 202-307-0765 or by email at [askbjs@usdoj.gov](mailto:askbjs@usdoj.gov). Include "2012SJS-SACTA" in the subject line.

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# **FY 2012 State Justice Statistics Program for Statistical Analysis Centers Technical Assistance Program (CFDA # 16.550)**

## **Overview**

BJS is publishing this notice to announce the Technical Assistance Program to support activities under the State Justice Statistics Program for Statistical Analysis Centers (SJS-SAC) in fiscal year 2012. Since 1972, BJS and its predecessor agency, the National Criminal Justice Information and Statistics Service, has provided partial support to state and territorial governments for the establishment and operation of 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 SJS-SAC program is designed to maintain and enhance each state's capacity to coordinate statistical activities within the state, conduct research on relevant criminal justice issues, and serve as a liaison role to assist BJS with gathering data from state agencies.

Under section 302 of the Omnibus Crime Control and Safe Streets Act, BJS is authorized to "provide for the development of justice information systems programs and assistance to the States and units of local government relating to the collection, analysis, or dissemination of justice statistics."

## **Deadlines: Registration and Application**

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on June 25, 2012. See the "How to Apply" section on page 9 for details.

## **Eligibility**

Refer to the title page for eligibility under this program.

## **Program-Specific Information**

Through this solicitation, BJS is seeking a national technical assistance service provider to support the goals and objectives of its SJS Program. The award recipient will be expected to provide direct technical assistance and training to SACs to enhance their statistical, research, and organizational capabilities. Assistance may be provided by the award recipient or an outside expert with relevant experience chosen by the award recipient.

To date all states, the District of Columbia, and U.S. territories with SACs that have been established by state legislation or executive order have received funds under the SJS-SAC program. Detailed information about the history of the SJS-SAC program and its

accomplishments is available at [www.bjs.gov/index.cfm?ty=tp&tid=48](http://www.bjs.gov/index.cfm?ty=tp&tid=48). The SJS-SAC program has provided support to states in the following areas:

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

### **Scope of Work**

The recipient of funds selected through this solicitation will deliver technical assistance and training to SACs to enhance their statistical, research, and organizational capabilities, provide technical expertise on types of software or hardware to use for various projects, and assist SACs with proposal preparation and budget issues. The recipient of funds must have extensive knowledge of research methodology and statistical analyses techniques, as well as be familiar with the factors, issues, and processes involved in crime and the criminal justice system, particularly at the state and local levels. Specifically, the recipient of funds should have demonstrated knowledge and experience in the following areas:

- developing and maintaining a Mutual Assistance Program for SACs
- designing and providing skill-building professional seminars
- organizing and operating Institutional Review Boards (IRB)/protection of human subjects
- providing new SAC director orientation.

### **Mutual Assistance Program**

SAC-to-SAC, or mutual assistance, is provided when a SAC has experience or knowledge critical to another SAC. Examples of this include assistance with information system development, data collection, and corrections population forecasting. A Mutual Assistance Program provides travel funds for an expert, often a SAC director, to conduct an onsite visit with the requesting SAC to provide the assistance needed. Onsite assistance can be provided in either the requestor's or provider's state, or another location determined by both parties. The recipient of funds must communicate effectively and maintain a sound working relationship with the SACs encouraging SAC-to-SAC communication. In addition, the recipient of funds must also have a demonstrable track record of providing effective assistance, guidance, and expertise in the areas of research and crime statistics.

### **Skill-Building Professional Seminars**

Because of travel restrictions in many states, it has become customary for webinars and online training courses to be used in an office setting, as well as skill-building professional seminars to be offered at conferences. These tools are offered as training to the SACs on topics such as statistical analysis, crime analysis, evaluation methods, crime mapping, and prison population

forecasting. Suggestions for topics are solicited from SACs, criminal justice researchers, policy analysts, and practitioners. SAC directors, BJS staff, and outside experts serve as instructors for webinars and at conferences. The recipient of funds must be experienced in planning seminars, contacting presenters, developing agendas, handling site logistics, as well as implementation and follow-up activities.

#### Institutional Review Boards (IRB)/Protection of Human Subjects

The federal government requires that any grantee conducting research involving human subjects have its project reviewed and approved by an Institutional Review Board (IRB). The recipient of funds must serve as a resource for the SACs on information about federal regulations regarding human subjects, and must also serve as a liaison between BJS and the SACs in resolving human subjects issues. In addition, the recipient of funds must assist the SACs in creating their own IRBs and maintain a file of SAC IRB policies as a resource for other SACs and BJS.

#### New SAC Director Orientation

New SAC directors are contacted by the BJS program manager assigned to their state. Information on BJS resources, including the Grants Management System (GMS), will be provided to the new SAC director. The recipient of funds must have a system in place that provides an orientation to new members. The recipient should provide periodic outreach to the SAC with information and tools to facilitate their ability to conduct research and analyze data, as well as produce publications. The recipient must create or have an established web-based clearinghouse where new SAC directors can go to view activities, programs, and publications provided by other SACs. New SACs will be encouraged to provide information on their activities and update the content on an ongoing basis.

### **Deliverables**

Technical assistance and training provided under this program may include—

- direct onsite visits
- telephone and web services
- webinars and online training tools
- data collection and publication of criminal justice related surveys and materials.

Direct onsite visits. The successful applicant will provide technical assistance to states and territories to promote the use of research in policy decisions and to facilitate the exchange of criminal justice information among the states. The applicant will provide states and territories assistance with information on computer products and with the development of appropriate solutions to complex information management problems.

Telephone and web service. The successful applicant will have the capacity and resources to provide in-house technical assistance via phone and web for responding to information requests about issues related to the collection and analysis of data on justice issues relevant to the states and the nation.

Webinars and online training tools. The successful applicant will develop, organize, and implement web-based trainings to be used in an office setting. Courses offered should include subjects such as automated systems planning, crime analysis, evaluation research methods, statistics methods, prison and jail population forecasting, crime mapping and analysis, and integrating criminal justice information systems.

Data collection and publication of criminal justice related surveys and materials. The successful applicant will work in collaboration with BJS to share research, definitions, data collection methods, survey materials and techniques, and data analysis procedures among the states and between the states and 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.

### **Amount and Length of Awards**

BJS anticipates that it will make up to one award of up to \$500,000 for a 1-year project period. The annual award amount will be renewable for a period of 3 years, subject to availability of funds and quality of performance. Funding for subsequent years may include reasonable increases for cost of living and changes in scope of work, where applicable.

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, federal funds may not 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 2012 salary table for SES employees is available at [www.opm.gov/oca/12tables/indexSES.asp](http://www.opm.gov/oca/12tables/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 BJS. An applicant requesting a waiver should 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 the applicant to adjust and resubmit its 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 to be done.

#### **Minimization of Conference Costs**

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other

refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP website at [www.ojp.usdoj.gov/funding/funding.htm](http://www.ojp.usdoj.gov/funding/funding.htm).

**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 by individuals with limited English proficiency may be allowable costs. 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" Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://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, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

**Performance Measures**

To assist the Department in 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. Any award recipient will be required, 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:

Objectives	Performance Measures	Data to be Provided by Grantees
Enhance the capabilities of the states to collect, analyze, and interpret data on justice issues relevant to the states and the nation.	<p>Percentage of on-site technical assistance requests completed.</p> <p>Percentage of in-house technical assistance provided.</p>	<p>Number of on-site technical assistance requests received.</p> <p>Number of on-site technical assistance requests completed.</p> <p>Number of in-house technical assistance requests received.</p> <p>Number of in-house technical assistance requests completed.</p>

	<p>Number of program/conference materials developed.</p> <p>Number of people attending conferences/work-shops.</p> <p>Percentage of people exhibiting increased knowledge of program, as determined by pre- and post-testing.</p>	<p>Number of program/conference materials developed.</p> <p>Number of people attending conferences/workshops.</p> <p>Number of people exhibiting increased knowledge of program, as determined by pre- and post-testing.</p>
<p>Provide a mechanism which supports the collection and sharing of vital justice system data among the states and the federal government.</p>	<p>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 projects made available to other states via the web or by presentations at conferences or workshops.</p>

Submission of performance measures data is not required for the application. 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 11 for additional information.

**Note on Project Evaluations**

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page ([www.ojp.gov/funding/other\\_requirements.htm](http://www.ojp.gov/funding/other_requirements.htm)). Applicants whose proposals may involve a

research or statistical component also should review the “Confidentiality” section on that Web page.

## Notice of Post-Award Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at [www.fsrs.gov](http://www.fsrs.gov).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at [www.Grants.gov](http://www.Grants.gov). If the applicant experiences technical difficulties at any point during this process, call the Grants.gov Customer Support Hotline at **800-518-4726 or 606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to 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 applications 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 Dun and Bradstreet at 866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. An applicant must be

registered in the CCR to successfully register in Grants.gov. 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. Note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Please note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is CFDA 16.550, titled "State Justice Statistics Program for Statistical Analysis Centers (SJS-SAC)," and the funding opportunity number is **BJS-2012-3336**.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24-48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

**Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). 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."

**Note: Duplicate Applications**

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

## Experiencing Unforeseen Grants.gov Technical Issues

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must email the BJS contact identified in the Contact Information section on page 1 **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include

in the e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) the applicant has received. **Note: Requests are not automatically approved by BJS.** After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology (IT) environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## What an Application Should Include

Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some applications that are unresponsive to the scope of the solicitation, or that do not include application elements designed by BJS to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative, and Key Staff Information. The Budget Narrative and Budget Detail Worksheet may be combined in one document. However, if only one document is submitted, it must contain **both** narrative and detail information.

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

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

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take 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. Program Narrative

The Statement of the Problem as described in the Program Narrative should describe the applicant's detailed plan for delivering the activities described in the Scope of Work (pgs. 4-5) and address the evaluation criteria. The narrative should provide a proposed timeline and budget for project activities. The narrative should clearly demonstrate the applicant's knowledge experience administering technical assistance to state and tribal entities and capabilities to handle a national conference, and collection of criminal justice data.

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

The following sections should be included as part of the Program Narrative:

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. 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 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.

## 3. 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](http://www.ojp.gov/funding/forms/budget_detail.pdf). If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at [www.ojp.gov/financialguide/index.htm](http://www.ojp.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. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated 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.

**4. 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.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's 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. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

**5. Tribal Authorizing Resolution (if applicable)**

If an application is being submitted by either (1) a tribe or tribal organization or (2) 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 membership should 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 should include a resolution (or comparable legal documentation, as may be applicable) from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions (or comparable legal documentation).

If an applicant is unable to obtain and submit with its application a fully-executed (i.e., signed) copy of a tribal resolution or other, comparable legal documentation as may be consistent with the tribe's governance structure, then, at minimum, the applicant should submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the fully-executed tribal resolution or other, comparable legal documentation.

**6. Additional 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.

**7. Other Standard Forms**

Additional forms that may be required in connection with an award are available on

OJP's funding page at [www.ojp.gov/funding/forms.htm](http://www.ojp.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- a. [Standard Assurances](#)  
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)  
Applicants must read, certify and submit in GMS prior to the receipt of any award funds.
- c. [Accounting System and Financial Capability Questionnaire](#) (required for 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; this form must be downloaded, completed, and submitted).

## Selection Criteria

Proposals should describe the plan and implementation strategies outlined in the Scope of Work.

The applicant will be evaluated on the basis of—

### 1. Statement of the Problem (25%)

Content of the proposal and how it addresses the tasks in the Scope of Work (pages 4-5) and scheduled timeline. Demonstrated knowledge and understanding of research methodology and statistical analyses techniques, as well as be familiar with the factors, issues, and processes involved in crime and the criminal justice system at the federal, state, and local level.

### 2. Project Design and Implementation (25%)

Technical feasibility of the proposed project design and reasonableness of the proposal given the scope of work and tasks to be completed.

### 3. Capabilities and Competencies (35%)

Demonstrated ability and experience in providing technical assistance to states and territories to promote the use of research in policy decisions and to facilitate the exchange of criminal justice information among the states. Demonstrated success in developing, organizing, and implementing at least one conference addressing ways to improve the quality of policy-relevant data and research in the states, and furthering the use of statistics and research to develop policy. Demonstrated past successful collaboration with key federal, state, and local agencies, such as, the FBI, Office of Justice Programs, the SACs, the National Criminal Justice Research Service, and related agencies. Demonstrated knowledge of survey research, including survey development, data collection, entry and verification, analysis and publication of results.

#### **4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)**

Identify how the approach and methods in this project will achieve the performance goals for this project.

#### **5. Budget (complete, reasonable and allowable; cost effective; and necessary for project activities) (10%)**

Demonstrated fiscal, management, staff, and organizational capacity to provide sound management for this project. Applicants should include detailed staff resources and other costs by project 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 the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. BJS may use either internal peer reviewers, external peer reviewers, or a combination 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 DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' 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, geographic diversity, 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 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 also may 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. OJP strongly 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](http://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
- 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
- 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
- Active CCR Registration

**Provide Feedback to OJP on This Solicitation**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

# Application Checklist

## FY 2012 State Justice Statistics Program for Statistical Analysis Centers Technical Assistance Program

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

**Eligibility Requirement:** Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortia with demonstrated organizational 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.

\_\_\_\_\_ The federal amount requested is within the allowable limit of not to exceed \$500,000.

### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 11)
- \_\_\_\_\_ Program Narrative (see page 12)
- \_\_\_\_\_ Budget Detail Worksheet (see page 12)
- \_\_\_\_\_ Budget Narrative (see page 12)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 10)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 13)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 13)
- \_\_\_\_\_ Additional Attachments (see page 13)
  - \_\_\_\_\_ Key staff Information

\_\_\_\_\_ Other Standard Forms as applicable (see page 13), including:

- \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)