



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS), is seeking applications for a new data collection focused on the activities, roles, and responsibilities of law enforcement agencies and personnel who have responsibilities for interacting with and working in K—12 public schools. As the principal federal statistical agency within the DOJ, BJS is responsible for the collection, analysis, publication, and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operations of the criminal justice systems at all levels of government. This program furthers the Department's mission by expanding the current knowledge regarding law enforcement agencies and their practices and personnel.

2015 Survey of Law Enforcement Personnel in Schools (SLEPS)

Eligibility

Eligible applicants are national, regional, state, or local public and private entities, including for-profit (commercial) and nonprofit organizations (including tribal nonprofit or for-profit organizations), faith-based and community organizations, institutions of higher education (including tribal institutions of higher education), federally recognized Indian tribal governments as determined by the Secretary of the Interior, and units of local government that support initiatives to improve the functioning of the criminal justice system. For-profit organizations must agree to forgo any profit or management fee.

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 with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 26.) All applications are due by 11:59 p.m. eastern time on June 24, 2014. (See "Deadlines: Registration and Application," page 4.)

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov. The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov 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 Michael Planty, Chief, BJS Victimization Statistics Unit, by telephone at 202-307-0765, or by e-mail at askbjs@usdoj.gov. Include "2015 SLEPS" in the subject line.

Grants.gov number assigned to this announcement: BJS-2014-3928

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2015 Survey of Law Enforcement Personnel in Schools (SLEPS) (CFDA # 16.734)

Overview

The Bureau of Justice Statistics (BJS) is pleased to announce that it is seeking an applicant to conduct a new data collection focused on the activities, roles, and responsibilities of law enforcement agencies and personnel who have responsibilities for interacting with and working in K—12 public schools. The tasks will require instrument design, a field test of that design, and a data collection that includes a nationally represented sample of law enforcement personnel working in schools.

Under section 302 of the Omnibus Crime Control and Safe Streets Act, BJS is authorized to “make grants to, or enter into cooperative agreements or contracts with public agencies, institutions of higher education, private organizations, or private individuals” for purposes of collecting and analyzing criminal justice statistics.

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. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on June 24, 2014. See “How to Apply” on page 26 for details.

Eligibility

Refer to the title page for eligibility under this program.

Project-Specific Information

Purpose and Background

Our nation’s schools should be focused on teaching and learning and free of crime and violence. Crimes committed at schools affect individuals directly and indirectly, disrupt the educational process, and deplete scarce resources. While crime and violence in schools is historically low and serious violence is relatively rare,¹ many high-profile and recent events have raised concerns about the appropriate level and type of school security presence that is necessary to keep our students safe. While violent deaths and shootings at school are rare, they have far-reaching effects on students, teachers, staff, and the surrounding community.²

One of the approaches to addressing concerns about crime in public schools is to increase the use of safety and security measures in and around school buildings, including security cameras,

¹ <http://nces.ed.gov/programs/crimeindicators/crimeindicators2012/>

² http://nces.ed.gov/programs/crimeindicators/crimeindicators2012/ind_01.asp

metal detectors, and controlled access to the school.³ One of the most important—and at times controversial—aspects of school safety efforts is the role and presence of law enforcement officers in schools.⁴ Many local police departments, often through memoranda of understanding or other agreements with school districts, assign some of their sworn personnel to work full- or part-time in local schools. Often these officers employ a community policing approach and work in collaboration with school and community-based organizations. Common roles of law enforcement personnel in schools include law-related education, counseling or mentoring, and law enforcement. There is variation across programs on which of these roles is the primary focus.

Officers in schools may be employed by a local police department, sheriff's agency, or school system and are tasked to work closely with school administrators in an effort to create a safer environment for both students and staff. Many law enforcement officers working in a school environment are often referred to as school resource officers (SRO). According to the National Association of School Resource Officers (NASRO), "SRO programs across the nation are founded as collaborative efforts by police agencies, law enforcement officers, educators, students, parents, and communities. The goal of NASRO and SRO programs is to provide safe learning environments in our nation's schools, provide valuable resources to school staff, foster a positive relationship with our nation's youth, and develop strategies to resolve problems affecting our youth with the goal of protecting every child so they can reach their fullest potential."

In 2007, an estimated 38% of local police departments, employing 76% of all officers, had full-time sworn personnel assigned as SROs.⁵ The average number of SROs deployed ranged from 87 for departments serving 1 million or more residents to 2 among those serving fewer than 25,000 residents. An estimated 13,056 full-time local police officers were serving as SROs in 2007. This was nearly 1,300 fewer than in 2003, but still 3,700 more than in 1997, the first year the number was tracked in the Law Enforcement Management and Administrative Statistics (LEMAS) survey. Additional SROs were deployed nationwide by sheriff's offices, state law enforcement agencies, and school police departments.

According to the Census of State and Local Law Enforcement Agencies (CSLLEA), some state and local law enforcement agencies are operated directly by school districts. Public school districts nationwide operate about 250 police departments. These police departments employed nearly 5,000 full-time sworn personnel and 92% reported having an SRO program. Although some large school systems, including those in New York and Chicago, obtained services from their city police departments, some of the largest systems had their own police departments with full-time sworn personnel. For example, in 2008 the School District of Philadelphia employed 450 full-time sworn officers, Los Angeles school district employed 340 full-time officers, and Miami-Dade County, Florida employed 210 officers. A key question to answer is how such agencies coordinate and work with existing SRO programs if there are such arrangements.

Given the wide scope of law enforcement agencies within our public schools, understanding their roles, responsibilities, functions, and impact on crime and student discipline is critical. Some critics argue that law enforcement personnel in schools may affect the chances that a

³ http://nces.ed.gov/programs/crimeindicators/crimeindicators2012/ind_20.asp

⁴ Law enforcement personnel in schools and officers in schools are two terms used interchangeably in this solicitation. School resource officers (SRO) and school liaison officers are examples of law enforcement personnel that work in schools.

⁵ <http://www.bjs.gov/content/pub/pdf/lpd07.pdf>

student is introduced to the criminal or juvenile justice systems, thereby creating a school-to-prison pipeline.⁶ The school-to-prison pipeline refers to the policies and practices that unnecessarily remove students from school and into the criminal or juvenile justice systems, which can have long-term negative impacts on a young person's opportunities in life. Schools with law enforcement personnel may inappropriately place increased responsibility on the officer to discipline students, particularly for nonviolent offenses.⁷

Critical issues that are important to understand revolve around the responsibilities, functions, and impact of law enforcement personnel in the school environment. Specifically—

- How many programs and officers are currently functioning in schools?
- What types of arrangements with school districts/schools do agencies and officers have?
- What types of school districts/schools use officers?
- What types of contracts or formal agreements do law enforcement agencies have with schools?
 - If there is no formal arrangement or contract, how are the responsibilities of and expectations for officers conveyed and implemented?
- What school functions, programs, and activities are officers working in schools required to attend?
- What type of training, education, and experience are required of officers in order to work in schools?
 - How long was the training?
- How long has the officer been working at the school?
- How often do officers arrest students in school?
- What type of offenses (e.g., are officers dealing with in schools? felony, misdemeanor, or status offense)
- What type of involvement do officers have with respect to student discipline and influencing schools' student discipline policies and practices?
- How do officers influence school climate and culture?
- What types of activities do officers engage in on a daily basis?
- What types of classes do officers teach?
- How are officers involved in overall school safety planning and preparedness?
- What types of metrics and methods are used to evaluate an officer's performance?
- What types of data are collected regarding the activities of officers in school?
 - Who collects the data and how are the data used?
- Are there any unique aspects to the hiring and selection process of officers in schools?
- How often is the officer pulled away from their school to perform other functions?
 - If this happens, is the school covered by another officer?
- What types of supervisory structures and lines of authority are in place for officers working in schools? How does the officer work with school administrators?
- Are there processes in place to identify, avoid, and address any discrimination in officer activities against students on the basis of race, national origin, disability, sex, religion, sexual orientation, or gender identity?

⁶ http://www.justicepolicy.org/uploads/justicepolicy/documents/educationunderarrest_fullreport.pdf

⁷ <https://www.aclu.org/racial-justice/what-school-prison-pipeline>

Statement of Work and Deliverables

The goal is to develop a data collection system of law enforcement agencies that have personnel who are primarily responsible for working in a school environment. This data collection system will begin with a sample of law enforcement agencies that employ officers in schools from the 2014 CSLLEA sponsored by BJS. Survey topics include, but are not limited to, the practices, policies, and procedures (including hiring and performance evaluation) of their officers working in schools; the number of personnel who interact with schools; training; common roles and responsibilities of officers in schools; and law enforcement experience of the officers who work in schools. In addition, we expect the applicant to propose a method to obtain information directly from officers themselves, such as daily activities, arrests, number of crimes and other social disorder incidents on campus, types of crimes and social disorders on campus, their role in and experience with school discipline, their influence on school climate and culture, mentoring and interacting with students and classes they teach, and information they convey to students.

The primary goals of the 2015 SLEPS are to (1) identify a national roster of active law enforcement agencies that have law enforcement personnel operating in some capacity in U.S. K—12 public schools, and (2) generate detailed, accurate and reliable national statistics describing the scope, size, characteristics, and functions of law enforcement personnel that work and interact in a school environment.

This data collection will ensure a reliable and accurate count and description of law enforcement agencies with these programs and to create an accurate sampling frame.

To ensure an accurate universe for the 2015 SLEPS, the recipient of funds is expected to begin with the 2014 CSLLEA list of agencies and verify that agencies listed on that roster that self-identify as having a program in schools are currently within the scope of the project. Moving beyond the 2014 CSLLEA roster, the recipient of funds is expected to identify and review other sources of information (e.g., NASRO directory, state and local government publications, and websites) to generate an exhaustive list of currently existing law enforcement agencies with specialized functions or direct service in public schools.

The administration of the 2015 SLEPS will produce national statistics about the number of law enforcement agencies with school programs, the number of sworn and not sworn personnel in schools, relationships with schools and districts, and the range of functions performed by those agencies and officers during reference year 2015.

Once the goals of the data collection system are defined, the recipient of this award must specify design choices and gather the information necessary to choose between different design options that will achieve the primary goals of the 2015 SLEPS (listed above). Once the optimum feasible design has been chosen, it must be vetted with the DOJ. When vetting is complete, the successful bidder must implement the design in a manner that provides useful information on the viability of the design and the quality of substantive information about law enforcement agencies with programs in schools and law enforcement personnel working in schools.

Defining the population and estimators

The populations of interest in the proposed data collection are (1) law enforcement agencies that employ personnel in a school environment, and (2) law enforcement personnel that work in

a school environment. We ask applicants to propose survey designs that include, but are not limited to—

1. nationally represented sample of SROs
2. nationally represented sample of law enforcement agencies with SROs with a nationally represented sample of SROs
3. census of law enforcement agencies with a nationally represented sample of SROs.

We are open to other design options as long as we can achieve the primary goals of 2015 SLEPS and produce the following estimates regarding law enforcement agencies and personnel in schools:

1. Number of law enforcement agencies that have school officers
2. Number of school officers within a law enforcement agency
3. Training of officers in schools
 - a. Training to be an officer in school
 - b. Number of years in law enforcement (experience)
4. Hiring, selection, and performance evaluation processes of school officers
5. Formal policy for the partnership between law enforcement agency and school
 - a. MOU or contract? Type of arrangement?
 - b. Officer assigned to a specific school or district?
6. Types of classes and programs officers provide to school
7. Role of officer in school and student discipline
 - a. Number of arrests/referrals
8. Number of crimes/social disorders that occurred on campus
 - a. What types of crimes and social disorders?
9. How do officers interact with students? What do their daily activities involve?

A. Project Management, Sample Design, Rationale, and Data Collection

Task 1. Project Management

- a. **Project timeline:** Within 3 weeks of the award start date the recipient will meet with BJS to discuss the proposed tasks. The recipient will then develop a detailed timeline outlining key dates for completion of tasks, the date of delivery for each deliverable and status report, and the dates for scheduled meetings.
- b. **Meetings:** The applicant will conduct meetings with specific organizations to inform project planning, development, and management. These meetings include, but are not limited to—
 - i. A kick-off meeting at BJS to discuss plans and schedule activities for the project period.
 - ii. Conference calls to discuss project progress and status, conducted every 2 weeks.
 - iii. BJS-scheduled stakeholder meetings as directed. These partners include other federal agencies, academics, and state and local organizations. Recipients should be prepared to assist BJS and participate in meetings on this project.
 - iv. Working group meeting(s) mentioned in Task 2a.
 - v. Wrap-up meeting to present project results, findings, and recommendations to BJS and other federal partners.

- c. **Status reports:**
 - i. Provide monthly, written reports that update the status on areas such as tasks and expenditures.
 - ii. During data collection, provide weekly reports on the status of sample collection and paradata, such as number of interviews worked per period, response rates, and field costs. (This list is not all inclusive.)

Task 1 deliverables: A written timeline for the entire project (all tasks) with the design and testing tasks more fully specified. Progress reports will be due within 10 business days after the end of each month.

Task 2: Methodological Development

In this task, the funding recipient will work with BJS to develop a cost-effective, statistically efficient sample or census design and data collection strategies to use in studying law enforcement agencies and personnel that work in a school environment that are nationally representative. In developing these designs and data collection strategies, the recipient will consult with a working group of experts while working with BJS to help facilitate selection of the location(s) for the pilot study.

- a. **Working group:** The funding recipient will convene a working group to discuss views about the focus of the study, the challenges associated with collecting data from law enforcement agencies and their personnel, measuring the size and functions of officers working in schools within these agencies, appropriate instrument design, and mode in law enforcement agencies. The criteria for selecting members of the working group will be set forth during Task 1 by BJS. All persons selected for the working group must be approved by BJS before convening to discuss the project. The working group will meet with BJS and the recipient to discuss possibilities about the locus of the study and all challenges associated with this study. The working group might meet more than once.
- b. **Universe description:** The funding recipient will provide an understanding and description of the universe of law enforcement agencies with officers working in a school environment. This task should rely on the 2014 CSLLEA and other relevant data files to create this roster. Once the roster is generated, a determination will be made to examine all agencies or to select a sample.
- c. **Data collection methodology:** The funding recipient will design data collection procedures that achieve the primary goals of the 2015 SLEPS: (1) identify a national roster of active law enforcement agencies that have law enforcement personnel functioning in some capacity in U.S. K—12 public schools, and (2) generate detailed, accurate, and reliable national statistics describing the scope, size, characteristics, and functions of law enforcement personnel that work and interact in a school environment. The recipient will develop data collection procedures that take into account costs and burden associated with interviewing law enforcement agencies and personnel. In addition, the recipient will determine how to identify the appropriate point of contact within each agency. The recipient will consider data collection mode and instrument design to maximize response rates and data quality and minimize burden and costs.
- d. **Questionnaire development:** The funding recipient will develop and field a survey questionnaire(s) to be used in the study, after obtaining approval from

BJS. In preparing the survey questionnaires, the recipient will review existing instruments and projects that collected data from law enforcement agencies, such as the LEMAS survey, in order to develop definitions and measures that are comparable to existing information as well as to leverage information from these sources. In developing the instrument(s), BJS expects that the recipient will consult with federal agencies that have experience with surveying law enforcement agencies.

Task 2 deliverables: A written list of members of the working group and curricula vitae for working group members. A written description of the universe of law enforcement agencies with officers in schools. The report includes descriptions of sample frames, power analyses, data methodologies, objectives, expected outcomes, and cost estimates.

Task 3: Selection of Final Sample Design and Data Collection Methodology

Based on the recipient's recommendations, BJS will select the optimal sample design and data collection methodology for collecting data for the study.

Task 3 deliverables: A written detailed report of the final roster selected for use in the data collection for the study. This report will provide justification for the selection of the roster and will provide sample size(s), response rate(s), and any proposed sample weighting plan.

Task 4: Selection of Final Sample for Study

On approval by BJS, the recipient will draw the sample(s) for data collection based on the design(s) finalized in Task 3.

Task 4 deliverables: A written description of the selected sample(s).

Task 5: Survey Operations

The recipient will develop each of the following, working in conjunction with BJS:

- a. **Survey protocols:**
 - i. Survey definitions regarding the outcomes of the interviewing process—partial, completed, hard refusal, or ineligible
 - ii. Quality control procedures for data collection and interviewing
 - iii. Interviewer materials (training and field manuals and data collection procedures)
 - iv. FAQs for respondents, which includes information on confidentiality, how the data will and will not be used, voluntary status of survey, definitions of terms, and general sample information.
- b. **Mode development:** The recipient will develop and test the data collection mode, preferably a computer assisted mode, and case management systems. These systems include the capability to collect paradata such as contact history, timestamps, interviewer IDs, interview processing, and other paradata as required by BJS. The recipient will develop a program based on the decided mode(s), fully test the instruments, and conduct a feasibility study prior to data collection. The funding recipient will develop a set of computer assisted instruction (CAI) programming and case management procedures for BJS approval. BJS requires that the CAI instrument be fully tested by a combination of the recipient's professional staff, interviewing professionals, and the BJS project team. At the conclusion of CAI testing and development, the recipient must submit a workability report to BJS.

- c. **Documents for OMB project approval:** The recipient will prepare and provide draft materials for OMB clearance for the project to BJS. These include the 30-day and 60-day notices, form 83i, supporting statements, justification memorandum, and copies of all survey documents, including but not limited to the questionnaires, follow-up documents, and CAI scripts.

Task 5 deliverables: A written report of survey protocols; FAQs for respondents and documents for OMB project approval; operational CAI instrument(s) with the following capabilities: victimization screener, incident report questionnaire, collection of paradata, performing selected data checks and edits, and accurate skip patterns; CAI workability report.

Task 6: Data processing procedures

The recipient will develop the proposed data edits, data conversion, nonresponse adjustment procedures and data documentation for review by BJS.

The recipient will also develop and document data processing and editing procedures for—

- a. data cleaning, skip pattern, consistency, and out-of-range checks
- b. data conversion
- c. nonresponse adjustment procedures
- d. preliminary data file and codebook documentation

Task 6 deliverables: Written documentation for data processing procedures.

Task 7: Data collection

Using the survey instrument(s) approved by BJS in Tasks 2 and 5, the recipient will conduct data collection operations. Throughout the data collection period, the recipient must provide the BJS project team with field progress reports. In addition to reporting on the paradata and progress of the survey, the field progress reports will highlight any identified problems with the data collection activities and recommend remedial actions. The recipient will work with BJS to determine the exact frequency, content, and format of the report.

Task 7 deliverables: Field progress reports of any problems with data collection activities and corresponding remedial action, and a written report of findings from the interviews including unweighted counts, based on the data.

Task 8: Process data

The recipient will implement the post data collection processing procedures developed in Task 6. Any data issues must be reported to BJS for resolution.

Task 8 deliverables: A written report of data anomalies and a preliminary data file in a format such as SPSS, SAS, or ASCII, as determined by BJS.

Task 9: Final Data File and Codebook Documentation

The recipient will produce a final data file and codebook documentation following specifications used by the National Archive of Criminal Justice Data (NACJD) and standards issued by the Inter-University Consortium for Political and Social Research (ICPSR). The recipient will also include supporting documentation. Supporting documentation includes, but is not limited to, a comprehensive codebook detailing variable positions; variable and value labels, the survey questionnaire and survey background information; procedures for data verification; any recoding implemented during the data cleaning process; and copies of all programs used to generate

data or publish statistics. The recipient will continue to coordinate these efforts with NACJD to ensure the final data and documentation adhere to ICPSR standards.

Task 9 deliverables: Final cleaned electronic versions of all datasets in both SPSS and SAS formats and supporting documentation.

Task 10: Project Summary and Recommendations

The recipient will produce a final report summarizing all of the completed tasks and giving recommendations for future research examining programs involving law enforcement personnel in schools.

Specifically, the report must—

- a. outline and summarize previous research on law enforcement personnel in schools
- b. provide recommendations for future research examining law enforcement personnel in schools
- c. describe in detail the procedures and findings of the study, projected and actual costs, logistics, sampling design, sample size, potential coverage error, response rates, and all issues with data collection and processing
- d. outline key substantive findings from the 2015 SLEPS data collection.

Task 10 deliverables: Preliminary and final drafts of the project summary and recommendations. The final report, with BJS approval, will address all revisions requested by BJS.

Amount and Length of Awards

BJS anticipates that it will make up to 1 award of up to \$1,000,000 for a 24-month project period beginning January 1, 2015, and ending January 1, 2017.

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 nonfederal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Director of BJS 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/financialguide/PostawardRequirements/chapter15page1.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" web page 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
<p>Collect detailed, accurate, and reliable national statistics describing the scope, size, characteristics, and functions of law enforcement personnel that work and interact in a school environment which contributes to the scientific knowledge base on this topic.</p>	<p>Provide deliverables that meet expectations.</p> <p>Respondent records in the survey data set that are complete and accurate.</p> <p>Percentage of eligible law enforcement agencies with officers working in schools.</p>	<p>Submit written version of work plan to BJS.</p> <p>Present document with recommended work plan and documentation of deliberations.</p> <p>Submit weekly reports documenting progress in the implementation, response rates, and meta-data.</p> <p>Number of eligible law enforcement agencies with officers working in schools.</p> <p>Number of officers working in schools.</p> <p>Submit to BJS a draft final report documenting the design process, implementation process, and assessment of data quality.</p> <p>Data collection plans, protocols, and systems that (1) are capable of obtaining essential data elements, (2) possess maximum efficiency and clarity, (3) use methods that minimize data collection costs, (4) encourage interest and support from the law enforcement community, (5) obtain high response rates, (6) address item and unit nonresponse, and (7) provide a systematic count of the number of law enforcement agencies with officers in schools and the number of officers in schools.</p>

	<p>Publishable research documents that advance scientific knowledge on law enforcement personnel in schools.</p>	<p>Data entry validation checks that include following up with respondents in a timely manner.</p> <p>Summaries of item nonresponse for all variables. The range of response values for continuous variables, identifying those that may be out of the acceptable response range. Recommended adjustments to data collection strategies as needed to address identified limitations in survey coverage, missing data, and out-of-range data.</p> <p>Demonstration that data collection protocol and systems have obtained high-quality and comprehensive data with minimal missing or inconsistent data in file, minimal post-validation follow-up needed by BJS, and achievement of all target response rates.</p> <p>Delivery of a fully documented final dataset in accordance with BJS specifications and quality standards for reliability and validity.</p> <p>Completion of project within 24 months of start date with full documentation of meetings, conference calls, and progress reports. Documentation should provide evidence of consistent advancement toward meeting the project's objectives and include a report with collection-related issues.</p> <p>Submit joint report (with BJS and NIJ) documenting the design process and field test to the BJS editorial unit for publication in a BJS bulletin.</p>
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		Submit joint report with BJS and NIJ on the substantive findings from the field test to the BJS editorial unit for publication in a BJS bulletin.
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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 16 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.usdoj.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.

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.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJS has designated to be critical, will neither proceed to neither 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. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "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. Grants.gov and OJP's Grants Management System (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

This should describe the manner in which the applicant will address the goals and objectives and meet the deliverables for the project, as well as address the evaluation criteria. The narrative should present a clear understanding of the substantive and methodological issues associated with the work described in this solicitation.

The first two sections of the program narrative (sections a. and b. from the list below) should not exceed 30 pages with line spacing of no less than 1.5 lines, with a font size no smaller than 12-point Arial, with no less than 1-inch margins all around. These limitations apply to tables and figures included within the narrative. If the program narrative fails to comply with these length-related restrictions, BJS may consider such noncompliance in peer review and in final award decisions.

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

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

BJS does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJS will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they 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. 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 (as 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](#).

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.) 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.

5. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal

documentation, as described above, from all tribes that would receive services or assistance 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 an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants unable to submit an application that includes a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, BJS will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

6. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk;
- Date the applicant was designated high risk;
- The high risk point of contact name, phone number, and email address, from that federal agency; and
- Reasons for the high risk status;

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

7. Additional Attachments

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

c. Key staff information

This should include a staff loading chart for all key staff, by task, showing their allocation of effort throughout the project. Resumes or curricula vitae of Key Project Personnel must not exceed 4 pages each.

d. Privacy certificate

This Privacy Certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person that is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate also includes a description of its policies and procedures to be followed to protect identifiable data. A model certificate is located at: <http://bjs.gov/content/pub/pdf/bjsmpc.pdf>.

8. 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

1. Statement of the Problem (20%)

The statement of the problem should demonstrate familiarity with the information needs of the law enforcement agencies and personnel as well as the definitional and methodological issues that may arise when collecting statistical information in this topical area. Applications will be assessed to determine the thoroughness of their efforts to obtain this information from law enforcement personnel in schools and the strength of their statement of design issues that need to be resolved. Reviewers will assess the

clarity of applicants' statement of the definitional and methodological issues that must be addressed in the design phase.

2. Project Design and Implementation (40%)

This work has a design phase and a test phase. Applications will be assessed according to the strength of their statement of approaches to address any unresolved definitional and methodological issues. These statements will be assessed to determine the clarity of the proposed approach in identifying the information that is necessary to make decisions and how the information necessary to make the decision will be obtained. While this level of detail need not be provided for all the definitional issues identified, a stronger application will do this for some of the critical issues so that reviewers can assess applicants' approaches to the decision-making process. A process should be followed for unresolved methodological issues, particularly (1) selecting a sampling frame for the universe of law enforcement agencies with programs that place officers in schools, and (2) sample selection of officers in schools within law enforcement agencies. Since the design and implementation issues that will arise during the test phase cannot be known until the design phase is completed, our assessment of the suitability of applicants for this phase will be based on their statements of institutional capability in the next section.

3. Capabilities and Competencies (20%)

This work requires a team with substantive knowledge of law enforcement agencies and law enforcement personnel that work in schools. In addition, substantive knowledge and experience in the development and use of large-scale data collection systems is required. Applications will be assessed to determine the extent to which the team members have demonstrated knowledge and capabilities in each aspect of the design, including subject matter expertise related to law enforcement agencies and personnel, and the use of law enforcement personnel in schools. A successful applicant must demonstrate methodological knowledge that includes appropriate knowledge of sampling, instrumentation, and procedures relevant to large scale data collections.

The test phase of this research requires an organization that has conducted large scale surveys. Applications will be assessed to determine the demonstrated extent and scope of such work and skills among the proposed team.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%)

The applicant should indicate an understanding of the performance measures required for this grant (described on page 14) and confirm that the necessary measures will be provided.

5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) (10%)

Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.⁸

⁸ Generally speaking, a reasonable cost, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

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 internal peer reviewers, external peer reviewers, or a combination, to review the applications. An external peer reviewer is an expert in 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. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. 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.

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.

Special Conditions Applied to Awards Under this Solicitation

The award of federal funds under this BJS solicitation will be through a Cooperative Agreement. In accordance with the Federal Grant and Cooperative Agreement Act of 1977 (31 U.S.C. § 6305), if the purpose of the funded activity is to support a public purpose rather than for direct benefit or use by the federal government, a grant or a cooperative agreement can be used to administer the funds. A cooperative agreement is distinguished from a grant by the level of federal participation or involvement in carrying out project activities. Specifically, Title 31, section 6305 of the US Code states, states "An executive agency shall use a cooperative agreement as the legal instrument reflecting a relationship between the United States Government and . . . other recipient when . . . substantial involvement is expected between the executive agency and the . . . recipient when carrying out the activity contemplated in the agreement."

For the purpose of this solicitation, "substantial involvement" by BJS means that BJS will provide substantial guidance, input, and approval of the approach through which deliverables are accomplished. It also means that throughout the performance period, BJS will specify project deliverables that the award recipient agrees to by accepting the award. The award document will incorporate several special conditions which operationalize the specific parameters of this cooperative relationship. The goals of the substantial involvement of BJS are (1) to ensure that final deliverables are of acceptable quality as to justify the use of federal funds, (2) to accurately represent the project's findings, and (3) to ensure that all federal regulations governing the collection and dissemination of statistical information are met. All tasks carried out through the use of project funds will be assessed by BJS as needed to ensure that they meet federal regulations concerning confidentiality, personal identifying information, human research subjects, and the release of proprietary information, and to ensure that they meet general data quality standards for substance and presentation. As

part of the assessment, BJS will continuously monitor the project to ensure that all activities performed under project tasks contribute to developing previously agreed upon deliverables within the award's budget. BJS reserves the right to stop funding the project and to restrict the release of the information or findings should regulations or standards not be met. However, BJS will not impede the completion of deliverables within the project period unless project tasks or deliverables fail to meet general data quality standards or federal regulations as previously described.

All methodological, statistical, procedural, and technological work conducted by the award recipient using award funds will remain the property of BJS until BJS determines that the information can be made publicly available. Therefore, BJS must approve any release of this proprietary information by the award recipient. BJS retains the right to the first release of all work funded by the project. This includes specific knowledge related to the project which was developed through the course of generating the deliverables that the award recipient was funded to produce.

Any additional work using project funds, including attendance or presentations at conferences and the publication of journal articles or other materials, that constitutes a change in the scope of the project requires BJS approval in the same way that any other changes to the performance period, key project staff, or budget would require prior approval and a Grant Adjustment Notification. Because the information and materials generated through the project constitute proprietary information, any release of this information using outside funding sources without sufficient justification and specific approval by BJS would jeopardize the relationship between BJS and the award recipient and potentially result in an inability to work together to accomplish remaining project goals. BJS is generally supportive of public dissemination efforts to the extent that BJS has prior knowledge and approval of the release of information by the award recipient and is able to ensure that this release contributes to the success of the project or enhances public knowledge regarding the topic without violating confidentiality restrictions or other federal regulations.

Among others, the following special conditions will be attached to an award under this solicitation:

1. Exclusive rights to data. BJS retains all rights to exclusive use of the data until BJS releases the public use dataset, which will be available to the public via the internet and at the National Criminal Justice Data Archives at the University of Michigan. The recipient shall not release or disclose any data collected through this cooperative agreement without prior written approval of BJS or until the dataset has been released to the public. This includes, but is not limited to, presentations at professional conferences and meetings, press releases, or grant applications. Unauthorized release of the data by the recipient or its associates may result in the immediate commencement of termination or suspension proceedings in accordance with 28 CFR Part 18.
2. Exclusive rights to methodological information. Within certain limitations, BJS may grant the recipient exclusive use of any methodological findings derived from the project funded through this cooperative agreement. The recipient must have prior written approval by BJS before public disclosing methodological information or experiential findings derived from the project prior to the public release of the dataset. Any such disclosures, however, must be public in nature and contribute meaningfully to the development or advancement of social science research. Subject to the prior written approval of BJS, allowable public disclosure may include, but are not limited to,

presentations at professional conferences and meetings, articles appearing in widely distributed publications, internet postings, or similar outlets which constitute a broad public release of the methodological information. Unauthorized release of the methodological information by the recipient or its associates may result in the immediate commencement of termination or suspension proceedings in accordance with 28 CFR Part 18.

3. Prior approval of products and Publications. All materials and reports drafted or produced using funds under this award will be provided to BJS for its review and approval prior to initial publication.

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 register in, and submit applications through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should 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 several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

BJS strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be notified.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov is designed to forward successfully submitted applications to OJP’s Grants Management System (GMS).

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&#amp;#x26;” format.		

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.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

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 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 all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take up to 48 hours. OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.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.
- 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. Note that an organization can have more than one AOR.

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 number for this solicitation is 16.734, titled “Special Domestic Assistance and Statistical Studies,” and the funding opportunity number is BJS-2014-3928.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. 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.
7. **Submit a valid 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 message will state whether the application has been received and validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

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

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov 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 Grants.gov Help Desk or SAM tracking number(s). **Note: BJS does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks 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 Grants.gov in sufficient time
- failure to follow Grants.gov instructions on how to register and apply as posted on its Web site
- 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 Grants.gov, if any, are posted at the top of the OJP funding Web page 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 ojppeerreview@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

2015 Survey of Law Enforcement Personnel in Schools (SLEPS)

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- _____ Acquire a DUNs Number (see page 27)
- _____ Acquire or renew registration with SAM (see page 27)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 27)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 27)

To Find Funding Opportunity:

- _____ Search for the funding opportunity on Grants.gov (see page 28)
- _____ Download Funding Opportunity and Application Package (see page 26)
- _____ Sign up for Grants.gov email notifications (optional) (see page 26)
- _____ Read [Important Notice: Applying for Grants in Grants.gov](#)

General Requirements:

- _____ Review "[Other Requirements](#)" webpage

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s) of \$1,000,000.

Eligibility Requirement: Eligible applicants are national, regional, state, or local public and private entities, including for-profit (commercial) and nonprofit organizations (including tribal nonprofit or for-profit organizations), faith-based and community organizations, institutions of higher education (including tribal institutions of higher education), federally recognized Indian tribal governments as determined by the Secretary of the Interior, and units of local government that support initiatives to improve the functioning of the criminal justice system. For-profit organizations must agree to forgo any profit or management fee.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 17)
- _____ Program Narrative (see page 17)
 - _____ Double-spaced
 - _____ 12-point standard font, Arial
 - _____ 1" standard margins
 - _____ Spacing of no less than 1.5 lines
 - _____ Narrative is 30 pages or fewer
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 28)
- _____ Budget Detail Worksheet (see page 17)
- _____ Budget Narrative (see page 18)
- _____ 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)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 18)
- _____ Tribal Authorizing Resolution (if applicable) (see page 18)
- _____ Applicant Disclosure of High Risk Status (see page 19)
- _____ Additional Attachments
 - _____ Applicant Disclosure of Pending Applications (see page 19)
 - _____ Key staff information (see page 21)
 - _____ Privacy Certification (see page 21)
 - _____ Applicant Disclosure of Pending Applications (see page 19)
 - _____ Research and Evaluation Independence and Integrity (see page 20)
- _____ Accounting System and Financial Capability Questionnaire (if applicable) (see page 21)