



# Instruction

**Subject:** IMPLEMENTATION OF OMB TRACKING FORM, "SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS," DOJ FORM 560, MAY 2003

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1. **PURPOSE.** This Instruction establishes policies and procedures for the implementation of OMB Tracking Form, "Survey on Ensuring Equal Opportunity for Applicants," DOJ Form 560, to be completed, on a voluntary basis, by applicants for grants, contracts, and cooperative agreements administered by the Office of Justice Programs.
2. **SCOPE.** This policy applies to all nonprofit applicants for grants, contracts, and cooperative agreements administered by the Office of Justice Programs (OJP) and its component organizations, for which OJP has program management responsibility. Additionally, this policy applies to all DOJ components that post their solicitations on OJP's e-grants solution, GMS (Grants Management System).
3. **POLICY.** To assist the Federal government in ensuring that all qualified applicants, small or large, non-religious or faith-based, be provided equal opportunity to compete for Federal funding, all OJP applicants that are nonprofit private organizations (excluding private universities) are requested to complete DOJ Form 560 (Attachment A).
4. **PROCEDURES.**
  - a. Effective October 1, 2003, all OJP bureaus and offices shall include this survey form in all solicitations and requests for proposals.
  - b. All nonprofit private organizations are to be requested, as part of the application process, to complete the survey. The valid OMB control number for this information collection is 1105-0081.
  - c. Information provided by the survey form are not to be considered in making funding decisions. Those responsible for evaluating grant applications, contracts, or cooperative agreements for programmatic merit are not to have access to this form.

Deborah J. Daniels  
Assistant Attorney General

Attachment

## Survey on Ensuring Equal Opportunity for Applicants

**Purpose:** This form is for applicants that are nonprofit private organizations (not including private universities). Please complete it to assist the Federal government in ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. Information provided on this form will not be considered in any way in making funding decisions and will not be included in the Federal grants database.

1. Does the applicant have 501(c)(3) status?  
 Yes                       No
2. How many full-time equivalent employees does the applicant have?  
(Check only one box).  
 3 or Fewer               15-50  
 4-5                               51-100  
 6-14                               over 100
3. What is the size of the applicant's present annual budget?  
(Check only one box.)  
 Less Than \$150,000  
 \$150,000 - \$299,999  
 \$300,000 - \$499,999  
 \$500,000 - \$999,999  
 \$1,000,000 - \$4,999,999  
 \$5,000,000 or more
4. Is the applicant a faith-based/religious organization?  
 Yes                               No
5. Is the applicant a non-religious community-based organization?  
 Yes                               No
6. Is the applicant an intermediary that will manage the grant on behalf of other organizations?  
 Yes                               No
7. Has the applicant ever received a government grant or contract (Federal, State, or local)?  
 Yes                               No
8. Is the applicant a local affiliate of a national organization?  
 Yes                               No

## **Survey Instructions on Ensuring Equal Opportunity for Applicants**

1. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
2. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
3. Annual budget means the amount of money your organization spends each year on all of its activities.
4. Self-identify.
5. An organization is considered a community-based organization if its headquarters/ service location shares the same zip code as the clients you serve.
6. An "intermediary" is an organization that enables a group of small organizations to receive and manage government funds by administering the grant on their behalf.
7. Self-explanatory.
8. Self-explanatory

### **Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1105-0081. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.