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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 from state and territorial Statistical Analysis Centers to receive funding under the 2011 State Justice Statistics (SJS) Program. This program furthers the Department's mission by supporting the collection, analysis, and dissemination of statistical information on crime and criminal justice at the state and local level. BJS is specifically authorized by statute (42 U.S.C. § 3732) to provide assistance in the development of state and local government justice information systems, and directed to give primary emphasis to the problems of state and local justice systems (42 U.S.C. § 3731). The state Statistical Analysis Centers (SACs), each established by state legislation or executive order, are one important mechanism by which BJS fulfills its mandate under this statute.

## **STATE JUSTICE STATISTICS PROGRAM FOR STATISTICAL ANALYSIS CENTERS, 2011**

### **Eligibility**

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

### **Deadline**

To apply select the "Apply Online" button associated with the solicitation title in [OJP's Grants Management System \(GMS\)](#). (See "How to Apply," page 13).

All registrations and applications are due by 5:00 p.m. eastern time on Monday, February 28, 2011. (See "Deadline: Registration and Applications," page 3).

### **Contact Information**

For technical assistance with submitting the application, contact the Grants Management System Support Hotline at 888-549-9901, option 3 or via e-mail to [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov).

**Note:** The [GMS](#) Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to midnight eastern time, except Federal holidays.

For assistance with any other requirement of this program announcement, contact Devon B. Adams, Chief, Criminal Justice Data Improvement Program, at 202-307-0765 or by e-mail to [askbjs@usdoj.gov](mailto:askbjs@usdoj.gov). Please include "SJSSAC11" in the subject line.

**2011-BJS-2831**

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# State Justice Statistics Program for Statistical Analysis Centers, 2011

(CDFA # 16.550)

## Overview

This program announcement describes the guidelines and requirements of the FY 2011 State Justice Statistics (SJS) Program for Statistical Analysis Centers (SACs). Since 1972, the Bureau of Justice Statistics (BJS) and its predecessor agency, the National Criminal Justice Information and Statistics Service, have provided partial support to state and territorial governments to establish and operate SACs to collect, analyze, and report statistics on crime and justice to federal, state, and local levels of government, and to share state-level information nationally. The information produced by SACs and their involvement in criminal justice projects has been, and will continue to be, critical to federal, state, and local criminal justice agencies and community organizations as they develop programs and policies related to crime, illegal drugs, victim services, and the administration of justice.

The SJS Program is designed to maintain and enhance each state's capacity to address criminal justice issues through the collection and analysis of data. The program provides limited funds to coordinate statistical activities within the state, conduct research to estimate the impacts of legislative and policy changes, and serve as a liaison role to assist BJS with gathering data from respondent agencies in their states. Each application for funding under this program must identify the participating organizations in the state and the particular issues to be addressed. Each year, BJS announces specific topics for analysis and encourages applicants to give careful consideration to planning activities that fit within one or more of the designated topics (see section *SJS Program Themes*). If a SAC does not feel that any of the topics are relevant to its state, then it may identify a topic or statistical activity of critical importance to its jurisdiction.

The SJS program themes are selected jointly by BJS, the Justice Research and Statistics Association (JRSA), and selected SAC directors and reflect the issues of current concern and significance to criminal justice practitioners. JRSA also plays a role in publishing reports based on SJS themes and organizes an annual conference that helps SACs to share the results from their work. Some SJS funding priorities help build the infrastructure that allows SACs to collect and disseminate information to state, national, and international audiences.

## Deadlines: Registration and Application

**The deadline to apply for funding under this announcement is 5:00 p.m. eastern time on Monday, February 28, 2011.** Please see the "How to Apply" section on page 13 for more details.

## Eligibility

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

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

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

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

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

## **Program- Specific Information**

### **Goals, Objectives and Deliverables**

In the United States, most criminal justice activities take place at state and local levels of government. The systematic collection and analysis of data on these activities enable BJS to comply with its charter to publish and disseminate statistical information on crime and the operation of justice systems, giving emphasis to state and local justice system needs. State and local governments use these data for policy analysis, planning, assessing justice system operations, and evaluating programs. BJS is specifically authorized by statute (42 U.S.C. § 3732) to provide assistance in the development of state and local government justice information systems, and is directed to give primary emphasis to the problems of state and local justice systems (42 U.S.C. § 3731). The SACs, each established by state legislation or executive order, are one important mechanism by which BJS fulfills its mandate under this statute. Currently, there are SACs in 50 states, the District of Columbia, Puerto Rico, and the Northern Mariana Islands.

The SJS Program is designed to—

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

### **Support to State Statistical Analysis Centers**

All awards under the SJS Program will be made as cooperative agreements to SACs and will indicate the substantial involvement that BJS will have with each award. Applicants may transfer funds to other organizations listed in their application, and some theme activities may require such arrangements with other organizations. Where SACs do not have authority for such a transfer of funds, applicants should contact their BJS state monitor for guidance. The purpose of this requirement is to foster cooperation among agencies in the state that are working on related BJS- or OJP-funded activities. Support is provided to SACs for—

1. collecting, analyzing, and publishing criminal justice data;

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

Travel funds for this program should be used primarily for in-state activities involving data collection and analysis, providing technical assistance and training, and being a liaison to other organizations. Travel to attend the annual BJS/JRSA national conference is limited to one person each year, unless BJS specifically authorizes additional conference travel. Each SAC is strongly encouraged to send a representative to the annual conference. JRSA membership fees and/or state dues are not allowable uses of SJS grant funds.

### **SJS Program Themes**

SACs applying for funds under this announcement may choose from among the themes listed below. Applicants may choose any number of projects from within one theme (unless otherwise specified), or a combination of projects from more than one theme. It is recommended that not more than three topics be selected for a given project period. If a SAC chooses its own theme, it must provide persuasive documentation from its advisory committee, one or more branches of state government, or some other entity which explains and supports the decision to study this topic.

With relation to any theme or topic proposed for funding, the application should provide the background for the state's concern with the issue, a complete explanation of the methodology to be employed including databases and methods of analysis, any participation by other state or local agencies, and how conclusions and recommendations will be framed. Also, indicate political constraints (if any) which could impact the research and what product will result. Since BJS takes into consideration that JRSA will assemble national reports that include topics addressed by several states, BJS will support efforts to improve the quality of such compilations through coordination of the individual states' research and analysis. SJS themes for FY 2011 are—

**1. Deaths in Police Custody Reporting - Obtaining statewide data on deaths occurring in the process of arrest or in pursuit of arrest.** Pursuant to the Death in Custody Reporting Act of 2000 (Public Law 106-297), BJS is obtaining data on deaths occurring in prisons, jails, and juvenile detention facilities throughout the country, as well as those occurring in the process of arrest. Examples of these latter deaths include vehicular and other fatalities resulting from flight from arrest, uses of lethal force by police, suicides occurring during arrest attempts, and deaths of arrestees resulting from drug overdoses, or other medical conditions (e.g. heart attacks, strokes, seizures) or deaths occurring during transport to a holding facility, jail, or booking center. BJS continues to request assistance from state SACs to obtain specified data on these deaths and report them quarterly to BJS. The minimum data that must be collected under the Act includes: name, gender, race, ethnicity and age of the deceased and the date, time, and location of the death as well as and a brief description of the circumstances surrounding the death. BJS has established this data collection as an ongoing statistical series. Therefore, applicants wishing to address this theme may utilize SJS program to establish a long term reporting process, rather than a one-time study.

**2. Criminal justice system crisis planning.** The SAC may wish to pursue research or data collection to support criminal justice system planning for dealing with major crises, disorders, or other catastrophic incidents. Among other issues, SACs may wish to examine—

- a. prisoner relocation and/or alternative housing needs;
- b. maintaining continuity in monitoring or tracking probationers, parolees, registered sex offenders, etc.;
- c. backup records systems in the courts or other entities;
- d. use of law enforcement mutual-aid agreements and/or cross-jurisdictional designations; and
- e. identification of vital records for the criminal justice system.

**3. Increased access to data.** Under this theme, SJS funds could be used by the SAC: (a) for Internet infrastructure development, enhancements, and linkages, including building a website, computer support, and preparing reports for dissemination via the Internet. For SACs with established websites, BJS encourages website enhancements that include downloadable datasets and spreadsheets, online analytic capabilities, graphical presentations, and animation designed to present and explain movement of trends; and/or (b) to implement interfaces or data exchange technologies that improve access to data and systems maintained by other state or local entities, including departments of correction, prison, parole, probation, prosecutor, judicial, victim service, and law enforcement agencies.

**4. Performance measurement.** SJS funds may be used by the SAC to help states develop and improve performance measures and the tools available to agencies to assess progress in addressing public safety and administration of justice goals. SJS funds may be used to support these and related activities.

**5. Analyses utilizing a state's criminal history records.** BJS encourages SACs to utilize the state's criminal history records for research purposes. In particular, the SAC may wish to seek SJS funds to support studies of—

- a. patterns of criminal behavior such as sex offending, stalking, or domestic violence;
- b. arrests, prosecutions, and convictions for firearms-related offenses;
- c. prisoner and/or probationer recidivism, including rates of rearrest, reconviction, and return to custody;
- d. the implementation and/or impact of programs such as drug courts, prisoner reentry initiatives, or specialized probation programs; or
- e. the implementation and/or impact of a state's criminal history record improvement activities.

Funds may be requested to establish the technical capacity to conduct criminal history records-based research. The application must either state that the applicant is also the state's administrator of National Criminal History Improvement Program (NCHIP) funds or include a letter or memorandum of endorsement from the state agency administering NCHIP funds.

**6. Statewide crime victimization surveys.** SJS funds may be used by the SAC to support the implementation of a statewide crime victimization survey designed to provide state, regional or local level estimates of victimization in the state and allow comparison with national estimates provided by BJS's National Crime Victimization Survey.

**7. Analysis of the uses of new or emerging biometric technologies to improve the administration of criminal justice.** SJS funds may be used by the SAC to support research which describes and examines the uses of new or emerging biometric technologies (i.e., DNA evidence collection/analysis or facial recognition) to improve the administration of criminal justice in a state.

**8. Research using incident-based crime data that are compatible with the National Incident-Based Reporting System (NIBRS).** SJS funds may be used by the SAC to support development of NIBRS-compatible crime measurement and analysis. In addition, SJS funds under this theme may be used to examine the utility of linking NIBRS incident reports to a state's criminal history records for research purposes.

**9. Data collection and/or research examining a special topical area:**

**a. Minority overrepresentation in the criminal or juvenile justice systems.** SJS funds may be used by the SAC to support research examining the nature and/or extent of the overrepresentation of racial or ethnic minorities in the state's juvenile or criminal justice systems.

**b. Civil justice.** SJS funds may be used by the SAC to develop estimates of the number and characteristics of tort, contract, and real property cases, and the dispositions of those cases for both adjudicated and settled civil matters. The longer-term objective might be to estimate changes over time within the state in the nature of case issues, judgments, and awards and to evaluate the impact of civil justice reforms such as capping punitive awards or medical malpractice mediation boards.



**c. Cybercrime.** SJS funds could be used by the SAC to examine the magnitude and consequences of computer crime, identity theft, and fraud. Applicants under this theme could use the funds to develop the measurement methods, definitions, and protocols to obtain uniform data on criminal activities involving computers and computer networks and the response of the criminal justice system to violations of computer crime statutes. Applicants could also consider a focus on identity theft and electronic fraud victimization and the handling of these offenses by the justice system.

**d. Human trafficking.** SJS funds may be used by the SAC to support research examining the problem of human trafficking in the state, including its nature and extent, and the response of the justice system.

**e. Justice issues in Indian Country.** SJS funds may be used by the SAC to examine justice related issues in Indian Country including: substance abuse, violent crime, gangs, family violence, and sex crimes.

**f. Criminal activity in U.S. border areas.** SJS funds may be used by the SAC to study crime occurring in U.S. border areas especially as to the possible effects of illegal immigration.

**g. Violent crime in schools.** SJS funds may be used by the SAC to examine violent crimes occurring in a state's private and public elementary, middle, and secondary schools.

**h. The impact of substance abuse on state and/or local criminal justice and public health systems.** SJS funds may be used by the SAC for research examining the impact of substance abuse (especially methamphetamine or prescription drugs) on state or local criminal justice and public health systems. BJS encourages the development of long-term data collection activities, which can be utilized to monitor trends in this area.

**i. Family violence and/or stalking.** SJS funds may be used by the SAC to support studies of family violence, including domestic violence, elder abuse, child abuse, stalking, or related issues. Research projects using the state's protection or restraining order records are encouraged.

**10. Evaluation of prisoner reentry initiatives and programs.** SJS funds may be used by the SAC to support evaluation of state or local programs aimed at helping prisoners successfully reintegrate into their communities following their release from prison.

**11. Other theme or topic identified by the SAC.** SJS funds may be used by the SAC to support research examining another theme or topic provided the application is accompanied by persuasive documentation and justification that the subject is a top priority for the state's governor or criminal justice policy officials.

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

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

- **Award Period.** Awards made under this announcement will be in the form of a cooperative agreement. Awards normally will be for 12 months. No-cost extensions may be granted by BJS for good cause (i.e., under-spending due to an unavoidable staff vacancy). Extensions, submitted through Grant Management System, should be requested in writing at least **60 days in advance** of the award's scheduled expiration date; requests that are received later may not be approved. BJS will not approve any extension of more than 1 year beyond the original expiration date of the award.
- **Award Amount.** While the amount of past SAC awards may be used as a guide when preparing this application, the median SAC award in FY 2010 was about \$60,000. SACs able to provide strong justification tied to the FY 2011 themes may be eligible to receive awards in excess of \$60,000. Each award is intended to supplement state financial support of the SAC.

## 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 2010 salary table for SES employees is available at [www.opm.gov/oca/10tables/indexSES.asp](http://www.opm.gov/oca/10tables/indexSES.asp).) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

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

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

## Match Requirement

This solicitation does not require a match.

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measures the results of their work. 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:

<b>Objective</b>	<b>Performance Measure(s)</b>	<b>Data Grantee Provides</b>
<p>1) Enhance the capabilities of the states to collect, analyze, and interpret data on justice issues relevant to the states and the nation.</p>	<p>The number of scheduled data collection series and special analyses to be conducted.</p> <p>Number of outreach activities to respondents of BJS surveys to provide information and technical assistance.</p>	<p>Number of studies/projects initiated and completed.</p> <p>Number of information and/or technical assistance requests handled.</p> <p>Number of conferences and workshops attended to present findings, provide training, and exchange information.</p> <p>Number and type of justice-related databases compiled.</p>
	<p>Number of products made available to customers (print and online).</p>	<p>Number of reports and other publications produced (in paper and electronic formats).</p> <p>Number of media releases/or advisories produced.</p> <p>Number of website user sessions.</p> <p>Number of publications and other data (i.e., spreadsheets) downloaded.</p> <p>Number of databases added to interactive query systems.</p>

<p>2) Provide a mechanism which supports the collection and sharing of vital justice system data among the states and between the states and the Federal Government.</p>	<p>The number of scheduled data collection series and special analyses to be conducted.</p>	<p>Number of multi-state projects initiated and completed by SACs.</p> <p>Number of reports produced presenting findings of collaborative projects.</p> <p>Number of Justice Research and Statistics Association (JRSA) studies or information inquiries.</p> <p>Number of projects submitted by SAC to the Justice Research and Statistics Association's Infobase of State Activities and Research (ISAR).</p> <p>Number of SAC project datasets submitted to the National Archive of Criminal Justice Data.</p>
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Submission of performance measures data is not required for the application. Instead, applicants should discuss in the application the proposed methods for collecting data for performance measures. Please refer to the section "What an Application Should Include" (below) 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." 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." Research is subject to applicable DOJ human subjects protections. 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 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 Web site ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)).

## Notice of New Post-Award Reporting Requirements

Applicants should anticipate that 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), will be required 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.

It is expected that reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at <https://www.fsr.gov>. Additional guidance on reporting will be provided in the near future by OJP and/or the Office of Management and Budget (OMB).

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 are submitted through OJP's Grants Management System (GMS). GMS is a Web-based, data-driven computer application that provides cradle to grave support for the application, award, and management of awards at OJP. Applicants must register in GMS for each specific funding opportunity and should begin the process immediately to meet the GMS registration deadline, especially if this is the first time using the system. Complete instructions on how to register and submit an application in GMS can be found at [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/). If the applicant experiences technical difficulties at any point during this process, please e-mail [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov) or call 888-549-9901 (option 3), Monday – Friday from 6:00 a.m. to midnight eastern time, except federal holidays. 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 should complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** A DUNS number is required to submit an application in GMS. In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their application for a new award or 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). Individuals are exempt from this requirement.
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 Central Contractor Registration (CCR)

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

3. **Acquire a GMS username and password.** A new user must create a GMS profile by selecting the “First Time User” link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/).
4. **Verify the CCR registration in GMS.** OJP requests that all applicants verify their CCR registration in GMS. Once logged into GMS, please click the “CCR Claim” link on the left side of the default screen. Click the submit button to verify the CCR registration.
5. **Search for the funding opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the “Funding Opportunities” link on the left side of the page. Please select Bureau of Justice Statistics and the FY 11 State Justice Statistics Program (SJS).
6. **Register by selecting the “Apply Online” button associated with the solicitation title.** The search results from step 5 will display the solicitation title along with the registration and application deadlines for this funding opportunity. Please select the “Apply Online” button in the “Action” column to register for this solicitation and create an application in the system.
7. **Submit an application consistent with this solicitation by following the directions in GMS.** Once submitted, GMS will display a confirmation screen stating the submission was successful. **Important:** In some instances, an applicant must wait for GMS approval before submitting an application. Applicants are urged to submit the application **at least 72 hours prior** to the due date of the application.

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

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

If an applicant experiences unforeseen GMS technical issues beyond the applicant’s control that prevent submission of its application by the deadline, the applicant must contact BJS staff **within 24 hours after the deadline** and request approval to submit the application. At that time, BJS staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and GMS Help Desk tracking number(s) received. After the program office reviews all of the information submitted, and contacts the GMS 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.

To ensure a fair competition for limited discretionary funds, 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 GMS 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.

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

## What an Application Should Include

This section describes what an application should include and sets out a number of elements. 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.

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, please select "For-Profit Organization" or "Small Business" (as applicable).

### 2. Program Narrative

The Program Narrative should include the following sections:

- **Status of prior SJS projects.** Applications should include the status of each award your SAC received in Fiscal Years 2007 through 2010. List by theme the project(s) and associated products you proposed to conduct/produce during the grant period. If any were significantly revised or replaced, briefly describe the revisions/replacements. For each project, indicate the status of it by the following categories: Completed, In Process, or Revised/Replaced. For each product, state if it has been Published, Presented at a Public Meeting, or otherwise Recognized by whatever means.
- **Proposed projects.** The program narrative should fully describe the expected design and implementation of the proposed project(s). In developing the narrative, refer to the program design and themes described in the program announcement.
- **Timeline.** The narrative should include a timeline of activities indicating, for each proposed activity, the projected duration of the activity, expected completion

date, and any products expected.

- **SAC description and staffing.** The narrative should include: an explanation of the placement of the SAC within the state organizational structure, a brief summary of the qualifications of the SAC Director and other key personnel, a description of the roles and responsibilities of key organizational and/or functional components involved in project activities, and a list of key personnel responsible for managing and implementing the major elements of the program.
- **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, please see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://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. 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/financialguide/part3/part3chap17.htm](http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm).



**5. Additional Attachments.** The following required documents should be submitted on-line as file attachments:

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

- **Privacy Certification.** The Privacy Certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person, which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable data. A model certificate is located at <http://bjs.ojp.usdoj.gov/content/pub/pdf/bjsmpc.pdf>.
- **Human Subjects Protection Certification of Compliance.** BJS requires the funding recipient to submit proper documentation to be used to determine that the research project meets the federal requirements for human subjects protections set forth in 28 CFR Part 46. A model certificate, describing the necessary information to be provided by the funding recipient, can be accessed at <http://bjs.ojp.usdoj.gov/content/hscr.cfm>.

**6. Other Standard Forms**

Additional forms that may be required in connection with an award are available on OJP's funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Please note in particular the following forms.

- a. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (required to be submitted in GMS prior to the receipt of any award funds)
- b. Disclosure of Lobbying Activities (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- 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 then uploaded)
- d. Standard Assurances (required to be submitted in GMS prior to the receipt of any award funds)

## Selection Criteria

In making decisions to award funds under this program, BJS will be the sole judge of whether the application meets program requirements and whether it is operating satisfactorily and conforms to all applicable federal and state requirements. The amount of the award will be based on the strength of the justification for what it is seeking to do and accomplish during the award period. Each application should contain a statement of the intended project's goals and objectives; the proposed strategy for achieving them, including anticipated products; and an evaluation of the project. Awards will be based on the following review criteria:

1. Statement of the Problem as Described in the Program Narrative
  - The extent to which the program narrative addresses specific objectives of the SJS program, and the dollar resources needed to achieve them.
2. Project/Program Design and Implementation
  - Applications should be written so that each task or activity is costed separately and in priority order. Applicants are encouraged to attach a product to each task, such as a report or publication.
  - Technical soundness and completeness of the proposed approach.
  - Privacy and human subject's certification forms must be submitted for each proposed activity.
3. Capabilities/Competencies
  - Experience of applicant's personnel in similar work;
  - Organizational integrity, technical competence, and organizational placement of the applicant and other organizations proposed for funding; and
  - Past record of applicant's performance with previous awards, including quality of work, completeness, and adherence to schedules.
4. Plan for Collecting the Data required for this Solicitation's Performance Measures
  - Applicants should indicate an understanding of these requirements (pgs. 10-11) and discuss how the applicant will gather the required data, should the applicant receive funding.
5. Budget
  - Appropriateness of the project schedule and budget.
6. Relevance

- The extent to which the proposed project addresses the specific objectives of the SJS program.
- The extent to which the proposed project responds to one or more of the SJS themes.

## Review Process

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

The Office of the Chief Financial Officer (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 the Bureau of Justice Statistics, who may also give consideration to factors including, but not limited to, underserved populations, geographic diversity strategic priorities, past performance, and available funding when making awards.

## Additional Requirements

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

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- 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
- Non-Profit 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

# Application Checklist

## State Justice Statistics Program for Statistical Analysis Centers, 2011

The application checklist has been created to aid you in developing your application.

### Eligibility Requirement

\_\_\_\_\_ State/Territory Statistical Analysis Center designated by the governor

### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 15)
- \_\_\_\_\_ Program Narrative (see page 15)
- \_\_\_\_\_ Budget Detail Worksheet (see page 16)
- \_\_\_\_\_ Budget Narrative (see page 16)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 16)
- \_\_\_\_\_ Additional Attachments (see page 17)
  
- \_\_\_\_\_ Other Standard Forms as applicable (see page 17), including:
  - \_\_\_\_\_ Disclosure of Lobbying Activities (if applicable)
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)