



The U.S. Department of Justice, Office of Justice Programs, 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 2009 State Justice Statistics (SJS) Program. BJS is specifically authorized by statute 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. § 3731-32). 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, 2009

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

Registration with Grants.gov is required prior to application submission. All applications are due by 5:00 p.m. eastern time on Tuesday, March 31, 2009. (See "Deadline: Applications," page 4)

Contact Information

For assistance with the requirements of this program announcement, contact Devon B. Adams at 202-307-0765 or via email at Devon.Adams@usdoj.gov. Please include "SJSSAC09" in the subject line.

This application must be submitted through Grants.gov. For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at **1-800-518-4726** or via email to support@grants.gov. The Grants.gov Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time.

2009-BJS-2049

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STATE JUSTICE STATISTICS (SJS) PROGRAM FOR STATISTICAL ANALYSIS CENTERS, 2009 CDFA Number 16.550

Overview

This program announcement describes the guidelines and requirements of the FY 2009 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 for the establishment and operation of Statistical Analysis Centers 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, services to victims, and the administration of justice.

The SJS Program is designed to maintain and enhance each state's capacity to address criminal justice issues through collection and analysis of data. The program provides limited funds to coordinate statistical activities within the state, conduct research as needed to estimate impacts of legislative and policy changes, and serve a liaison role in assisting BJS to gather data from respondent agencies within 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 own state, it may identify a topic or statistical activity of critical importance to its jurisdiction.

The SJS program themes are selected jointly by BJS and the Justice Research and Statistics Association (JRSA) staff and selected SAC Directors as reflective of issues of current concern and significance to criminal justice practitioners. JRSA also plays a role in publishing reports based on SJS themes and organizing an annual conference that helps SACs share 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.

Deadline: Registration

Registering with Grants.gov is a one-time process; however, processing delays may occur and it can take up to several weeks for first-time registrants to receive confirmations/user passwords. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package to our agency by the application deadline specified. The registration process for organizations involves these steps: (1) Obtain a Data Universal Numbering System (DUNS) number; (2) Register your organization with the Central Contractor Registry (CCR); (3) Register with Grants.gov's Credential Provider and obtain a username and password; (4) Register with Grants.gov to establish yourself as an

Authorized Organization Representative (AOR); and (5) The E-Business Point of Contact (POC) assigns the “Authorized Applicant Role” to you. For more information about the registration process, go to www.grants.gov. **Note: Your CCR must be renewed once a year. Failure to renew the CCR may prohibit submission of a grant application through Grants.gov.**

Deadline: Application

The due date for applying for funding under this announcement is 5:00 p.m. eastern time on Tuesday, March 31, 2009.

Within 24-48 hours after submitting your electronic application, you should receive an email validation message from Grants.gov. The validation message will tell you if the application has been received and validated or if it has been rejected, and why.

Important: You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused the rejection notification.

If you experience unforeseen Grants.gov technical issues beyond your control, you must contact OJP staff **within 24 hours after the due date** and request approval to submit your application. At that time, OJP staff will require you to email the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OJP reviews all of the information submitted as well as contacts Grants.gov to validate the technical issues reported by the grantee, OJP will contact you to either approve or deny the request.

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 Grants.gov instructions on how to register and apply as posted on its website; (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.

Eligibility

State Statistical Analysis Centers 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 which serves all branches of the criminal justice system and all levels of government in the state as well as 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, Administrative Office of the Courts), special provisions must be made to ensure the SACs 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 advisory board’s structure 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 SACs' relationship to the Governor's Office, to other relevant state agencies, and any other organizations included as recipients of funds in the application.

The SAC must be staffed by professionals skilled in the application of statistical methods and techniques, including a SAC director who brings an appropriate educational and experiential background 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

Program goals

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 the data for policy analysis, planning, assessing justice system operations, and evaluating programs. BJS is specifically authorized by statute 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. § 3731-32). 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 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 which facilitates the collaboration among the states and between the states and the Federal government to collect, maintain and build data systems with common informational components and to share this and other state specific information pertaining to vital justice system data;
- To 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,
- Better serve the information needs of the states and Federal government by providing a core body of knowledge about 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 a Statistical Analysis Center 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 of the 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 within the state among agencies 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 production of a national report;
4. Maintaining contact with BJS to ensure the efficient development and sharing of information with BJS, other states, and various users;
5. Informing BJS of the state's needs relative to statistical data;
6. Pursuant to BJS request, providing information and electronic data to the National Archive of Criminal Justice Data (NACJD), or other designated recipients;
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 in defining their needs for specific statistical and other information for the planning, implementation, and evaluation of criminal justice programs; and,
9. Providing technical assistance in the collection, interpretation, utilization, and sharing of statistical information.

Travel funds for this program should be used primarily for 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. 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 of 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 contemplates that JRSA will assemble national reports where several states have addressed the same topic, BJS will support efforts to improve the quality of such compilations through coordination of the individual states' research and analysis. SJS Themes for FY 2009 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; also the date, time, and location of the death 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) Prison rape and victimization in confinement facilities - improving quality of administrative data involving criminal acts within adult and juvenile facilities. The Prison Rape Elimination Act of 2003 (Public Law 108-79) requires the Bureau of Justice Statistics (BJS) to *carry out, for each calendar year, a comprehensive statistical review of the incidence and effects of prison rape.* The Act further specifies that the review and analysis *shall be based on a random sample, or other scientifically appropriate sample, of not less than 10 percent of all Federal, state, and county prisons, and a representative sample of municipal prisons.* More than 8,700 facilities nationwide are covered by the Act. BJS is in its third year of data collection for the National Inmate Survey. BJS requires the use of ACASI technology for this collection, which involves inmates responding to a computer questionnaire, following audio instructions delivered via headphones. BJS has gained a better understanding of what corrections officials

know, what information is recorded, how allegations and confirmed incidents are handled, what disciplinary or administrative or legal sanctions are imposed on perpetrators, and what treatment is provided to victims of sexual assault. BJS continues to encourage SACs to examine the quality of their state administrative records and where feasible provide recommendations for the improvement of the quality and accuracy of these data.

(3) 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.

(4) 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 those SACs with established websites, BJS encourages 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) for implementation of interfaces or data exchange technologies to 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.

(5) Performance measurement. SJS funds could 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.

(6) 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 correctional 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.

At most one topic may be proposed in this thematic area. Funds may be requested to establish the technical capacity to conduct criminal history records-based research. The application must either indicate 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.

(7) 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. BJS and the Office of Community Oriented Policing Services (COPS) developed a free software program which may be used for telephone surveys of residents to collect data on crime victimization, attitudes toward policing, and other community-related issues now maintained by Surecode. Further information is available at: <http://www.bjsjss.org>.

(8) 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.

(9) 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.

(10) 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 in developing 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 change 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 and 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 to studies of family violence, including domestic violence, elder abuse, child abuse, stalking, or related issues. Research projects utilizing the state's protection or restraining order records are encouraged.

(11) 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 release from prison.

(12) 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.

Funding

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

Award Information

- **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 (for example, 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 the application, the average award per state SAC is approximately \$50,000. Each award is intended to supplement state financial support of the SAC.
- **Limitation on Use of Award Funds for Employee Compensation.** No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation 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 salary table for SES employees is available at www.opm.gov.) This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application.

Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Additionally, applicants must discuss their data collection methods in the application. Please refer to the selection criteria in this solicitation, which outline applicant responsibilities for collecting and reporting data. Performance measures for this solicitation are as follows:

Program Objectives	Performance Measures	Data To Be Provided by Grantees
1) Enhance the capabilities of the states to collect, analyze, and interpret data on justice issues relevant to the states and the nation	Number of research and evaluation projects maintained by the state SAC Number of outreach activities to customers to provide information and technical assistance Number of products made available to customers (print and online)	Number of studies/projects initiated and completed Number of information and/or technical assistance requests handled Number of conferences and workshops attended to present findings, provide training, and exchange information Number and type of justice-related databases compiled Number of reports and other publications produced (in paper and electronic formats) Number of media releases/or advisories produced Number of website user sessions Number of publications and other data (i.e., spreadsheets) downloaded Number of databases added to interactive query systems

<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>Number of collaborative research and evaluation projects</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>Participation in 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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How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative -- Grants.gov -- is a "one-stop storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.Gov Instructions: Complete instructions can be found at <www.grants.gov>. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at 1-800-518-4726, Monday-Friday from 7:00 a.m. to 9:00 p.m. eastern time.

Funding Opportunities with Multiple Purpose Areas: Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If you are applying to a solicitation with multiple Competition IDs, you must select the appropriate Competition ID for the intended purpose area of your application. The application will be peer reviewed according to the requirements of the purpose area under which it is submitted.

Note: OJP's Grants Management System (GMS) does not support Microsoft Vista or Microsoft 2007. Therefore, OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. GMS downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. Applications submitted via GMS must be in the following formats: Microsoft Word/ (*.doc), WordPerfect (*.wpd), PDF files (*.pdf), or Text Documents (*.txt) and may include *.xls files. GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extensions of ".docx." Please ensure the documents you are submitting in Grants.gov are saved using "Word 97-2003 Document (*.doc)" format. Additionally, 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."

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.550, titled "State Justice Statistics Program for Statistical Analysis Centers," and the funding opportunity number is 2009-BJS-2049.

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. 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, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

Central Contractor Registration (CCR) is required: In addition to the DUNS number requirement, 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 at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

What an Application Must Include

All applicants must submit the following:

Standard Form 424, Application for Federal Assistance. The SF-424, is a standard form used by most Federal agencies. It contains 18 items that are to be completed online through Grants.Gov.

Program Attachments

- **Budget Detail Worksheet and Budget Narrative (Attachment #1)**

The Budget Detailed Worksheet may be found through the Internet at <<http://www.ojp.usdoj.gov/funding/forms.htm>>. The OJP Financial Guide, which governs the administration of funds, contains information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records, is available on the OJP website at <<http://www.ojp.gov/financialguide/index.htm>>. . If you have any questions, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786. The budget should provide details for expenses in required categories and by individual task.

The Budget Narrative should detail costs included in each budget category for the Federal share. The purpose of the budget narrative is to relate items budgeted to project activities and to provide justification and explanation for budget items, including criteria and data used to arrive at the estimates for each budget category. The budget narrative should also indicate amounts to be made available to sub-recipient agencies (under Contractual/Contracts category) other than the direct award recipient. The following information is provided to assist the applicant in developing the budget narrative:

- i) Personnel category. List each position by title (and name of employee if available), show annual salary rate and percentage of time to be devoted to the project by the employee. Compensation paid for employees engaged in Federally assisted activities must be consistent with that paid for similar work in other activities of the applicant. No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation of any employee of the award recipient whose total cash compensation 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. This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application.
- ii) Fringe benefits category. Indicate each type of benefit included and explain how the total cost allowable for employees assigned to the project is computed.
- iii) Travel category. Itemize travel expenses of project personnel by purpose (e.g., faculty to training site, field interviews, advisory group meetings) and show basis or computation (e.g., "Five trips for x purpose at \$80 average cost \$50 transportation and two days per diem at \$15" or "Six people to 3-day meeting at \$70 transportation and \$45 subsistence.") For training projects where travel and subsistence for trainees is included, this should be separately listed indicating the number of trainees and the unit costs involved.
 - (1) Identify the tentative location of all training sessions, meetings, and other travel.
 - (2) Travel costs are allowable as expenses by employees who are in travel status on official business. These costs must be in accordance with the Federal or an organizationally-approved travel policy.
 - (3) Recipients may follow their own established travel rates. If a recipient does not have an established travel policy, the recipient must abide by the Federal travel policy. Sub-recipients of states must follow their state's established travel policy. If a state does not have an established travel policy, the sub-recipient must abide by the Federal travel rates.
- iv) Equipment. List each type of equipment to be purchased or rented with unit or monthly costs.
- v) Supplies. List items within this category by major type (office supplies, training materials, research forms, postage) and show basis for computation. Provide unit or monthly estimates.
- vi) Contractual category. Provide the selection basis for any contract, subcontract, prospective contract or prospective subcontract (including construction services and equipment). Please note, applications that include noncompetitive contracts for the provision of specific services must contain a sole source justification for any procurement in excess of \$100,000. For individuals to be reimbursed for personal services on a fee basis, list by name or type of consultant or service, the proposed

fee (by day, week, or hour) and the amounts of time to be devoted to such services. For construction contracts and organization (including professional associations and education institutions performing professional services), indicate the type of service to be performed and the estimated contract cost data. JRSA membership fees and/or dues are not allowable costs for SJS grant funds.

Note on Consultant Rates. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. Consideration will be given to compensation including fringe benefits for those individuals whose employers do not provide such benefits. In addition, when the rate exceeds \$450 (excluding travel and subsistence costs) for an 8-hour day, a written PRIOR APPROVAL is required from the awarding agency. Prior approval requests require additional justification. Approval of consultant rates, in excess of \$450 a day, that are part of the application with appropriate justification and supporting data will be approved on a case-by-case basis.

- vii) Construction category. Describe construction or renovation which will be accomplished using funds awarded and the method used to calculate cost.
 - viii) Other category. Include under "other" such items as rent, reproduction, telephone, and janitorial or security services. List items by major type with basis of computation shown. (Provide square footage and cost per square foot for rent. Provide local and long distance telephone charges separately.)
 - ix) Indirect charges category. The Agency may accept an indirect cost rate previously approved for an applicant by a Federal agency. Applicants must attach a copy of the approved rate agreement with the grant application.
 - x) Program income. If applicable, provide a detailed estimate of the amount of program income to be generated during the grant period and its proposed application to reduce the cost of the project or to increase the scope of the project. Also, describe the source of program income, listing the rental rates to be obtained, sale prices of publications supported by grant funds, and registration fees charged for particular sessions. If scholarships (covering, for example, registration fees) are awarded by the organization to certain conference attendees, the application should identify the percentage of all attendees that are projected as "scholarship" cases and the precise criteria for their selection.
- **Program Narrative (Attachment #2).** The Program Narrative should include the following sections:
 - (1) Status of prior SJS projects. Applications must include the status of each award your SAC received in Fiscal Years 2006 through 2008. 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, report if it has been Published, Presented at a Public Meeting, or otherwise Recognized by whatever means.

- (2) 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.
 - (3) 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.
 - (4) 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.
- **Additional Attachments.** The following required documents should be submitted online as file attachments:

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://www.ojp.usdoj.gov/bjs/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://www.ojp.usdoj.gov/bjs/hscr.htm>>.

Indirect Cost Agreement. Applicants that do not have a federally negotiated indirect cost rate and wish to establish one, can submit a proposal to their "cognizant" Federal agency. Generally, the cognizant Federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of Federal financial assistance. If DOJ is your cognizant Federal agency, obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf>.

- **Assurances and Certifications.** Applicants are required to submit as an attachment signed copies of these assurances and certifications electronically through Grants.Gov. It is critical that the name, address, telephone number, fax number, and e-mail address of the authorizing official on these online forms are correct. These forms can be obtained on OJP's funding page at <<http://www.ojp.usdoj.gov/funding/forms.htm>>.

Assurances. The applicant must comply with the assurances in order to receive Federal funds under this program. It is the responsibility of the recipient of Federal funds to fully understand and comply with these requirements. Failure to comply may result in withholding of funds, termination of the award, or other sanctions.

<http://www.ojp.usdoj.gov/funding/forms/sta_assurances.pdf>

Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace. This form commits the applicant to comply with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "A Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for a Drug-Free Workplace (Grants)." <<http://www.ojp.usdoj.gov/funding/forms/certifications.pdf>>

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.
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. Budget
 - Appropriateness of the project schedule and budget.

5. 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 standardized 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 program or legislative requirements as stated in the solicitation.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Successful applicants selected for award must agree to comply with relevant requirements presented below prior to receiving grant funding. 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.

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of state or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Chief Financial Officer Financial Guide
- Suspension or Termination of Funding
- Non-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006