



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 proposals to develop, design, and administer the 2009 Census of Publicly Funded Forensic Crime Laboratories. As the statistical arm of the U.S. Department of Justice, BJS is responsible for the collection, analysis, publication, and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This data collection program furthers the mission of the Department and the Office of Justice Programs, by working in partnership with the justice community to identify the most pressing challenges confronting the justice system and to provide state-of-the-art knowledge and information in support of innovative strategies and approaches for dealing with these challenges.

2009 Census of Publicly Funded Forensic Crime Laboratories Solicitation

Eligibility

Applications for funds may be submitted by both for-profit (commercial) and nonprofit organizations (see "Eligibility" on page 3).

Deadline

All applications are due by 5:00 p.m. eastern time on May 29, 2009.
(See "Deadline: Applications" on page 3)

Contact Information

For assistance with the requirements of this solicitation, contact Matthew Durose, Statistician, Bureau of Justice Statistics, at 202-307-0765 or via e-mail at askbjs@usdoj.gov. Include "cpffcl09" in the subject line.

This application must be submitted through OJP's Grants Management System. For technical with submitting the application, call the Grants Management System Support Hotline at 1-888-518-4726, option 3. The GMS Support Hotline hours of operation are Monday – Friday from 7:00 a.m. to 9:00 p.m. eastern time.

2009-BJS-2188

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2009 Census of Publicly Funded Forensic Crime Laboratories CFDA #16.734

Overview

The Bureau of Justice Statistics (BJS) is seeking proposals for an agent to develop, design, and field the 2009 Census of Publicly Funded Forensic Crime Laboratories. The goal of this project is to generate accurate and reliable national statistics about the approximately 400 publicly funded forensic crime labs serving federal, state, and local jurisdictions. The census will be conducted in 2010 and collect information on the 2009 workload and operations of crime labs, including the types of analyses performed, staff levels, budget expenditures, and backlogs for forensic services. Under this solicitation, the selected applicant, in cooperation with BJS and experts in the field, will design, test, and administer the collection instrument. The selected applicant will be required to deliver a final data file to BJS by January 31, 2011. Applicants are encouraged to review previous BJS studies on forensic crime laboratories at www.ojp.usdoj.gov/bjs. BJS will provide the selected applicant with a preliminary roster of labs. BJS anticipates making one award for a 16-month period under this solicitation, with an award date on or after October 1, 2009. BJS is authorized to issue this solicitation under 42 U.S.C. § 3732(c).

Deadline: Registration

Applicants must register with GMS prior to applying. The deadline to register is 5:00 p.m. eastern time on Friday, May 29, 2009.

Deadline: Application

The due date for applying for funding under this announcement is 5:00 p.m. eastern time on Friday, May 29, 2009.

Eligibility

General Statement of Eligibility: Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortiums with demonstrated organization and community based experience working with American Indian and Alaska Native communities, including tribal for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal consortiums. However, consistent with OJP fiscal requirements, for-profit organizations are not allowed to make a profit as a result of this award or to charge a management fee for the performance of this award.

Faith-Based and Other Community Organizations: Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive the award, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious

character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see the section titled, "Funding to Faith-Based Organizations" on the "Other Requirements for OJP Applications" webpage at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

Applicants are also encouraged to review the "Civil Rights Compliance" section on the "Other Requirements for OJP Applications" webpage, which can be found at the web address shown above.

American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations: All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the cooperative agreement will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity must be included. If the application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

Applicants are also encouraged to review the "Civil Rights Compliance" section on the "Other Requirements for OJP Applications" webpage, which can be found at the web address shown above.

Project-Specific Information

The Census of Publicly Funded Forensic Crime Laboratories is part of a recurring effort by BJS to expand statistical activities related to forensic crime labs. In 1998, BJS conducted its first national survey of crime labs, focusing solely on agencies that performed testing of deoxyribonucleic acid (DNA). The National Study of DNA Laboratories was repeated in 2001 among approximately 120 public DNA labs. As the need for statistics on other forensic services grew, BJS expanded the collection to include all publicly operated crime labs. The first Census of Publicly Funded Forensic Crime Laboratories provided a comprehensive look at the nation's forensic workload during 2002 and the resources needed to complete work. This study found that the backlog in requests for forensic services was not limited to DNA analysis. A follow-up census was conducted in 2005 to address additional forensic science issues and examine changes since 2002. The study found that publicly funded crime labs received an estimated 2.7

million cases during 2005, which included such services as controlled substance identification, toxicology analysis, and firearm examination.

BJS reports on forensics are available on the publications page of the BJS website:

- Survey of DNA Crime Laboratories, 1998 (February 2000)
- Survey of DNA Crime Laboratories, 2001 (January 2002)
- 50 Largest Crime Labs, 2002 (September 2004)
- Census of Publicly Funded Forensic Crime Laboratories, 2002 (February 2005)
- Medical Examiners and Coroners' Offices, 2004 (June 2007)
- Unidentified Human Remains in the United States, 1980-2004 (November 2007).

The National Institute of Justice (NIJ) funded the 1998 survey as part of its DNA Laboratory Improvement Program. Over the years, NIJ has supported a variety of forensic research and development projects. More information on their work is available on the forensic science page of the NIJ website at <http://www.ojp.usdoj.gov/nij/topics/forensics/welcome.htm>.

The 2009 Census of Publicly Funded Forensic Crime Laboratories will provide current information about the resources being committed to forensic science analyses and document changes since the 2005 census. The information will inform policy making, planning, and budgeting at all levels of government. The study will also help to assess the resources needed to reduce forensic backlogs.

Statement of Work

The objectives of this project are to (1) develop a data collection instrument to obtain information on the workload and operations of the approximately 400 publicly funded forensic crime labs operating in the United States during 2009; (2) develop methods to encourage support and participation from subject matter experts and professional forensic organizations; (3) minimize respondent burden by providing a multi-mode data collection effort that uses a web-based reporting tool; (4) produce a complete roster of labs for the census; (5) pretest the collection instrument among a small sample of labs; (6) obtain approval for the collection from the Office of Management and Budget (OMB); (7) field the 2009 census in 2010; (8) conduct extensive follow-up contacts of non-respondents and for incomplete data; (9) process and verify the data; and (10) deliver a final data file and documentation.

Specifically, the recipient of funds will:

1. Develop a detailed timetable for completing the project in 16 months or less. The timetable should include all tasks from an initial meeting with BJS to delivery of the final data file. BJS expects to receive a draft of the project timeline within two weeks of the initial meeting. After the BJS project manager has agreed to the timetable, all work must be completed as scheduled.

2. Develop a collection instrument that will obtain reliable and accurate administrative data from the nation's publicly funded forensic crime labs. Key data elements in this instrument will include: (1) forensic functions; (2) budget expenditures; (3) human resources; (4) workload and backlogs; and (5) outsourcing activities. In preparing proposals for this solicitation, applicants are encouraged to review collection instruments from previous BJS studies on forensic labs at www.ojp.usdoj.gov/bjs. The selected applicant should convene at least one formal meeting during the development phase of the collection instrument. Participants should include BJS staff and subject matter experts. One objective of the meeting should be to identify emerging issues in forensics that the new census might address.

3. Develop an action plan to encourage support and participation from subject matter experts and key professional organizations. The plan should include methods to enhance the level of interest in the census among key stakeholders in the forensic science community. Documentation of interest among these professionals will be submitted to OMB as supporting evidence for the necessity of implementing this study.
4. Develop an online or web-based reporting tool which respondents can use to submit their data. While forms can be returned by mail or fax, respondents should be encouraged to submit their data electronically. The electronic reporting system should provide respondents a secure option for submitting data.
5. Verify the names, addresses, and appropriate contact from the respondent list provided by BJS. This roster will be based on information from the 2005 Census of Publicly Funded Forensic Crime Laboratories. The selected applicant should use a variety of information sources (e.g., public databases and membership lists of professional associations, such as the American Society of Crime Laboratory Directors) to update the list.
6. Conduct a field test of the data collection instrument among nine labs to assure that questions are perceived by respondents as intended and can be provided in a timely manner. The pretest sites should vary in size and government affiliation.
7. Prepare the documents used to request OMB clearance for 2009 Census of Publicly Funded Forensic Crime Laboratories, including the submission form 83-I, the pre-tested collection instrument, and the supporting statement. All documents should be provided to BJS no later than January 26, 2010. BJS will submit the package to OMB. The approval process generally takes about 5 months. More on OMB information collection requests is available at <http://www.whitehouse.gov/omb/infocoll/>.
8. Administer collection instrument to all publicly funded forensic crime labs and conduct an extensive follow-up to provide assistance, clarification, or encouragement in completing the survey. The selected applicant should prepare and send an introduction letter to the respondents in advance of the survey. The data collection should begin no later than June 1, 2010 and be completed within the project period. Data received from respondents should be verified for completeness and accuracy.
9. Facilitate monthly conference calls with the BJS project manager and key project staff to review progress on the project and to identify tasks or problems for BJS to address. BJS expects to meet with the selected applicant shortly after award to discuss the details of the project. Additional meetings will be scheduled as needed. Such meetings shall take place at a location mutually acceptable to both parties. Required financial and progress reports shall be submitted through the Grants Management System in accordance with the OJP Financial Guide.
10. Implement and maintain an automated tracking system to provide ongoing status of each survey respondent, complete documentation, and inventory of follow-up communication and procedures for each case. This automated tracking system should be current and be accessible to the BJS project manager at all times.

11. Develop techniques to achieve a 95% or better survey response rate among federal, state, and local crime labs and a 100% item response rate. As with other BJS data collection programs, respondents' participation in the census is voluntary.

12. Deliver a final data file and documentation to BJS in accordance with BJS specifications and requested formats by January 31, 2011. Electronic data should be in ASCII file format. Documentation should include, but is not limited to, a comprehensive codebook detailing variable positions, data coding, variable name and value labels, any recoding implemented during the data cleaning process, methods used for dealing with missing or incomplete data, any data allocations, imputations, or non-response adjustments, and copies of all program code used to generate the data file. Data and documentation from this census will be posted on the BJS website and archived at the Inter-University Consortium for Political and Social Research (ICPSR).

Funding Information

Funding under this competitive grant announcement is contingent on the availability of FY 2009 funds and any modifications or additional requirements that may be imposed by law. Currently, anticipated funds available for this work total \$400,000. It is expected that the task will be successfully performed within a 16-month period with work beginning on October 1, 2009.

Limitation on Use of Award Funds for Employee Compensation; Waiver: 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. The justification should include: the particular qualification and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project undertaken with the grant funds and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with her/his qualifications and expertise, and for the work that is to be done.

Match Requirement

Consistent with established BJS data quality standards and based on the nature of the deliverables, BJS has determined that it is not feasible to require the award recipient to contribute money, facilities, or services to carry out the purposes for which the grant is sought. Therefore, there is no match requirement.

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 measure the results of their work. Additionally, applicants must discuss their

data collection methods in the application. Performance measures for this solicitation are as follows:

| Objective | Performance Measures | Data Grantee Provides |
|---|--|---|
| <p>1) To develop a data collection instrument for the 2009 Census of Publicly Funded Forensic Crime Laboratories.</p> <p>2) To conduct a comprehensive census of all publicly funded forensic crime laboratories operating in the United States in 2009 and to collect information pertaining to the workload and operations of these labs.</p> | <p>Successful completion of survey design and collection plan which will enable BJS to effectively obtain reliable information on the nation's publicly funded forensic crime labs.</p> <p>Achieve a 95% or better survey response rate.</p> <p>Successful and timely completion of the data collection and deliverables.</p> <p>Percent of planned deliverables submitted on time.</p> <p>Percent of deliverables (including Final reports) that meet BJS' expectations for depth, breadth, scope, quality of study, and pertinence (as determined by BJS).</p> | <p>Grantee demonstrates that the survey design and collection plan includes (1) a robust instrument capable of obtaining essential data elements; (2) methods to encourage interest and support from subject matter experts and professional organizations; (3) techniques for obtaining high response rates among federal, state, and local crime labs; and (4) a methodology to address item and unit non-response.</p> <p>Demonstrate the viability of the survey instrument and collection protocol to obtain quality data as indicated by factors such as: minimal number of missing or inconsistent data in data file; minimal post validation follow-up; and a 95% response rate. This data collection is a census so a high response rate is a necessity.</p> <p>All project requirements must be completed within sixteen months of project start date, with conference calls and progress reports that provide evidence of consistent advancement toward meeting the project's objectives.</p> <p>Number of deliverables submitted on schedule.</p> <p>Number of deliverables (including Final reports) that meet BJS' expectations for depth, breadth, scope and quality of study, and pertinence (As determined by BJS program manager and management).</p> |

How to Apply

Grants Management System Instructions. Applications must be submitted through OJP's online Grant Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Helpdesk at 1-888-549-9901 from 7:00 a.m. to 9:00 p.m. eastern time Monday – Friday.

Note: OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. Applications submitted via GMS must be in the following formats: Microsoft Word (*.doc), Word Perfect (*.wpd), Microsoft Excel (*.xlm), PDF files (*.pdf), or text Documents (*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Please ensure the documents you are submitting 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 16.734, titled "Special Data Collections and Statistical Studies," and the funding opportunity number is 2009-BJS-2188.

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 registration 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

When applying for federal funding, applicants must provide the following:

- Standard Form 424
- Program Narrative
- Budget and Budget Narrative
- Impact/Outcomes and Evaluation: Description of the Applicant's Plan for the Collection of the Data Required for Performance Measures
- Indirect Cost Rate Agreement (if applicable)
- Other Attachments

Applicant must complete the online Application for Federal Assistance (SF-424), a standard form that most federal agencies use.

Project and Budget Related Attachments

- The program narrative should describe the activities in the *Statement of Work* and address the evaluation criteria. The narrative should provide a detailed timeline and budget for project activities. The narrative should demonstrate the applicant's knowledge of survey methodology and capabilities to handle a national collection of criminal justice data.
- The Budget Detail Worksheet may be found through the Internet at http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf, OJP Standard Forms & Instructions. The OJP Financial Guide, which governs the administration of funds and 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.usdoj.gov/financialguide/index.htm>. If you have any questions, please contact the OJP Office of the Chief Financial Officer's Customer Service Center at 1-800-458-0786.
- Applicants that do not have a federally negotiated indirect cost rate and wish to establish one, may submit a proposal to their "cognizant" federal agency. In general, 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, information needed to submit an indirect cost rate proposal can be obtained at http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

Other Attachments

- Key staff information.
Information on key staff includes a staff loading chart, by task, showing the role and number of hours committed for proposed staff; identification of proposed key personnel and their qualifications for the significant functions in this project, along with concise descriptions of the duties each will perform under the cooperative agreement; and an identification by name of all key personnel with decision-making authority.
- 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>.
- **Assurances and Certifications.**
Applicants are required to review, accept, and "sign off" on these assurances and certifications electronically through GMS. Please verify that the name, address, phone number, fax number, and e-mail address of the authorizing official on these online forms are correct.
 - (1) **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.
 - (2) **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)."

Selection Criteria

Proposals should describe the plan and implementation strategies to perform the tasks outlined in the Statement of Work. Information on staffing levels and qualifications should be included for each task and descriptions of experience relevant to the project. Resumes of the proposed project director and key staff should be submitted with the proposal.

The applicant will be evaluated on the basis of:

1. Program Narrative (15%)

The content of the proposal should completely address the tasks in the *Statement of Work* and scheduled timeline.

2. Project Design and Implementation (30%)

Application should demonstrate (1) the feasibility of the project design to complete the data collection within time frames while maintaining high response rates and data quality; (2) innovation in methods of data collection, including enrolling respondents in the collection, follow-up contacts, and providing technical assistance as needed to ease respondent burden, with the aim of reducing collection time, reducing time between

receipt of data, review of data, and follow-up contact to clarify discrepancies; (3) knowledge of applied survey research and social science research methods, with an emphasis on instrument design, data collection, data coding and cleaning, data verification, response rates, and the production of public-use data files; (4) availability of an adequate computing environment; (5) knowledge of standard science data processing software; and (6) the ability to produce data files for analysis and report production in formats readable by a variety of statistical software, such as SAS and SPSS.

3. Capabilities/Competencies (30%)

Demonstrated capacity and experience to (1) understand survey research; (2) collect data from a large number of criminal justice agencies or similar entities; (3) implement multiple modes of data collection; (4) clean data, impute data using multiple imputations, reconcile data to known totals, and provide files that represent the data as provided by respondents; (5) provide an adequate computing environment that includes data security, an electronic data collection, and the hardware and software for producing public-use files; (6) provide up-to-date tracking of the data collection and regular reporting of progress; and (7) identify and communicate potential problems needing to be addressed and problem-solving techniques.

4. Budget (20%)

Reasonableness of the Budget. The degree to which the budget demonstrates fiscal, management, staff, and organizational capacity to provide sound management for this project. Applicant should include detailed staff resources and other costs by project tasks.

5. Impact/Outcomes and Evaluation (5%)

Degree to which the application demonstrates how success in meeting timeline and data collection goals detailed in the performance measures will be monitored. Applicants should describe how the approach and methods in this proposal will accomplish the project's objectives.

Review Process

OJP is committed to ensuring a standardized process for awarding grants. BJS reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation as well. BJS may use either internal peer reviewers, external peer reviewers or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements (such as timeliness, proper

format, and responsiveness to the scope of the solicitation) will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with BJS, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

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 additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below 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 Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding

- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006