



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 to develop an information resource that captures identifying geographic, descriptive, and statistical data on the universe of state and local law enforcement agencies and the communities they serve. As the principal federal statistical agency in the Department, 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 program furthers the Department's mission by producing an information resource that criminal justice policymakers, planners, and researchers can use to further understand the characteristics of, and the differences across, law enforcement agencies and their jurisdictions.

Law Enforcement Agency Identifiers Crosswalk Solicitation

Eligibility

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortia with demonstrated organizational 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 consortia. However, consistent with OJP fiscal requirements, for-profit organizations are not allowed to make a profit as a result of this award or charge a management fee for the performance of this award.

Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How to Apply," page 8.) All applications are due by 11:59 p.m. Eastern time on Thursday, May 26, 2011. (See Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or via e-mail to support@grants.gov.

Note: The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact Alexia Cooper, BJS Statistician at 202-307-0765 or by e-mail at askbjs@usdoj.gov. Include "LEAIC" in the subject line.

Grants.gov number assigned to announcement: **2011-BJS-2987**

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Law Enforcement Agency Identifiers Crosswalk (CFDA #16.734)

Overview

The Bureau of Justice Statistics (BJS) seeks to establish a cooperative agreement with a vendor to create a database that captures a wide range of identifying geographic, descriptive and statistical data on the universe of state and local law enforcement agencies and the communities they serve. This file will enhance BJS' and other researchers' capabilities to perform agency-level analyses (e.g., the annual allocation calculations for the Edward Byrne Memorial Justice Assistance Grant Program). BJS is authorized to issue this solicitation under 42 U.S.C. § 3732(c).

Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 11:59 p.m. Eastern time on Thursday, May 26, 2011. Please see the "How to Apply" section, page 8 for more details.

Eligibility

Please refer to the title page for eligibility under this program.

Project-Specific Information

Background: Over the years BJS has funded the development of a set of databases in the *Law Enforcement Agency Identifiers Crosswalk* series. (The most recent of these is the 2005 version, which can be obtained through the National Archive of Criminal Justice Data (ICPSR Study number. 4634). These crosswalk files were designed to provide information on or about each law enforcement agency included in either the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program files or in the Bureau of Justice Statistics' Census of State and Local Law Enforcement Agencies (CSLLEA). In the 2005 version, along with the law enforcement agency name, address, and FBI's Originating Agency Identifier (ORI) code, the file contained the state name, county name, place name, government agency name, and government identification number, as well as the Federal Information Processing Standards (FIPS) state, county, and place codes. The 2005 crosswalk file was built on the 2000 file, and the 2000 file was built on the 1996 file. This proposed project anticipates that the vendor will create a new and expanded *Law Enforcement Agency Identifiers Crosswalk*.

Program Goals and Objectives: The new *Law Enforcement Agency Identifiers Crosswalk* file will provide a wide range of detailed information on law enforcement agencies. These data will be used by BJS and others to document, describe, characterize and study law enforcement agencies. The data in the crosswalk file will range from agency identifiers, to geographic and governmental identifiers, to law enforcement management statistics, to funding information, to detailed demographic and sociological information on the communities served. The exact

content of the crosswalk file will be determined early in the project period and will be based on the nature of available data and their capacity to generate information that can be linked to law enforcement agencies.

Although the scope of the information to be included in the new crosswalk file has yet to be determined, some aspects of the file are known. It is assumed that all the types of information on the 2005 crosswalk file will be on the new crosswalk file. However, it is further assumed that while the work should review the previous databases in the series, the contents of the existing crosswalk files should not be used as the original source of information for the new crosswalk file. That is, all variables on the current crosswalk should be developed from original sources so that any errors in the earlier crosswalk files are not carried over into the new one. For example, the existing crosswalk file identifies the name and type of governmental unit within which each law enforcement agency functions. These data were obtained by matching each law enforcement agency to one entry in the master list of governmental units that Census Bureau produces annually. BJS expects the vendor to perform this match again.

Key to the success of the new crosswalk file will be its ability to link to other data resources. Therefore, the vendor should plan to include on the new crosswalk file, along with the FBI's Originating Agency Identifier (ORI) codes and the Federal Information Processing Standards (FIPS) state, county, and place codes, other linkage variable such as the American National Standards Institute (ANSI) codes and the Government Integrated Directory (GID) codes. Also the vendor should explore the possibility of linking the agency and the jurisdiction it serves to the federal funds they receive using to the Federal Assistance Award Data (FAAD) system.

The current crosswalk file contains estimates of the populations served by the law enforcement agencies, according to FBI data files. Instead of simply copying this information from the FBI files, the vendor will work with BJS to develop an understanding of the original source of these population data within the Census Bureau and the techniques used by Census/FBI to produce the annual population-served statistics on the FBI files. The vendor should then assess the feasibility of replicating these population-served estimates from the original Census data and prepare a report to BJS detailing how this task could be performed. If BJS determines that it is feasible to calculate each agency's population-served, then the vendor will be tasked to do the work.

Further, if the vendor is able to produce population-served estimates from raw Census data, the vendor will be asked to explore the feasibility of expanding the data, such as measures of race and age composition of the population served, population density, percent of persons living below the poverty level, and unemployment rate. In addition to these agency-level statistics, the vendor should plan to include a set of demographic statistics for larger geographic areas within which the law enforcement agencies are located (e.g., county).

Additionally, the vendor will identify other data candidates and determine the possibility of reporting them at relevant levels of geography.

The vendor will develop a method for prioritizing data that that could be included in the new crosswalk file and apply these criteria to the pool of possible candidates, summarizing results in a report to BJS. The contents of the new crosswalk file will then be determined jointly by the vendor and BJS. In the end of the project, the vendor will be expected to provide BJS with a fully documented database that holds relevant agency-level information for the universe of state and local law enforcement agencies in the United States.

Project Milestones/Deliverables

The vendor will arrange a project kickoff meeting to be held at BJS in Washington, D.C. within the first month of the project period. At the (no more than 1 day) meeting, the successful vendor and its key personnel will detail its initial plans for each stage of the project. These plans will be thoroughly discussed and any issues clarified. At the end of the meeting both the vendor and BJS will have a common understanding of (1) the tasks to be performed, (2) the data development methods that will be employed, (3) the relative amount of staff time committed to each task, (4) the personnel who will perform these tasks, (5) the structure and content of the deliverables and their delivery dates and (6) the nature of BJS' role in the project.

Within 2 weeks of the kickoff meeting, the vendor will submit a revised time/task plan with clear milestones and an update description of each deliverable for BJS approval. Also, following the meeting, the vendor and BJS will schedule a set of monthly conference calls to review the vendor's progress with the work. (Other conference calls may be scheduled if the need arises.) The vendor will also provide monthly written updates on their progress on this work, including a current copy of the developing crosswalk file.

By the end of Month 2 the vendor will develop a master list of law enforcement agencies that will be included in the crosswalk file, having performed a systematic comparison of the two lists of agencies found on the most recent UCR and CSLLEA files. Although most agencies will be found on both lists, a number will be unique to each list. The vendor will work to understand and explain the differences in the two lists and propose which agencies should be included on the crosswalk file. The vendor will send BJS a report (with a working title of *Identifying the Universe of State and Local Law Enforcement Agencies in the U.S*) detailing the commonalities and the differences in the two lists, proposing explanations of the differences, and documenting the process used to recommend which law enforcement agencies should be included on the crosswalk file. Based on the report, and with BJS' input, the final list of agencies to be included on the crosswalk file will be determined.

By the end of Month 4 the vendor will submit a report to BJS [with a working title *Feasibility of Replicating Population-Served Estimates from the Original Census Data*] that documents the feasibility of producing each law enforcement agency's population-served statistic from raw Census data.

By Month 5 the vendor will submit a report to BJS [with a working title of *Proposed Variables for the Enhanced Law Enforcement Agency Identifies Crosswalk File*] that lists the variables that may be added to the new crosswalk file, the processes the vendor would use to generate these data, the cost to the project of generating each data element, and the vendor's recommended prioritization of the proposed additions to the crosswalk file. Within two weeks, BJS will review this material, and in consultation with the vendor, select the complete set of data elements that will be included on the new crosswalk file. Work can then begin to produce these data.

By Month 11, the vendor will submit a fully documented database of the relevant agency-level information for the universe of state and local law enforcement agencies to BJS for review. This documentation (with a working title *Documentation of the Enhanced Law Enforcement Agency Identifiers Crosswalk File*) will include all variable and value definitions, a description of the original data sources of each element, and a description of the methods used to generate the data from the original sources. Accompanying the documented database will be copies of the

original and any intermediate data files used to generate the contents of the crosswalk file and with the computer code used to transform the original data into the items on the crosswalk file. BJS will review this material. If revisions are required, the vendor will make them by the end of the grant period. Once the data file and its accompanying materials are approved by BJS, the vendor will send the new and enhanced *Law Enforcement Agency Identifiers Crosswalk File* to the National Archive of Criminal Justice Data with appropriate documentation for storage and dissemination.

In addition, by Month 11 the vendor will provide a report [with the working title of *Proposed Procedures for Maintaining Current of Data on the Law Enforcement Agency Identifiers Crosswalk File*] that spells out the methods needed to update crosswalk variables that could change within the following 5 year period. BJS will review this report. If revisions are required, they will be made by the end of the grant period.

Amount and Length of Awards

It is expected that the proposed work can be successfully performed within a 12-month period with work beginning in October 2011. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. **The cost estimates for this project should not exceed \$500,000.**

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 2011 salary table for SES employees is available at www.opm.gov/oca/11tables/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 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 measure the results of their work. Any award recipient will be required, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Award Recipient Provides
Develop a new Law Enforcement Agency Identifiers Crosswalk file to provide a wide range of detailed information on law enforcement agencies to be used by BJS and other to document, describe, characterize and study law enforcement agencies, which includes an enhanced program plan.	Percentage of milestones and deadlines met.	Number of milestones and deadlines set. Number of milestones and deadlines met. Written program plan and monthly project updates with interim crosswalk file as it develops.
Produce a listing of the universe of federal, state, and local law enforcement agencies.	Develop a law enforcement agency universe list that is complete and accurate.	Provide a listing of the universe of federal, state, and local law enforcement agencies.
Create statistics on the population served.	Percentage of deliverables that meet expectations.	Number of deliverables. Number of deliverables that meet BJS’s expectations for depth, breadth, scope and quality of study and pertinence.
List of possible variables to be included in crosswalk file. New crosswalk file with detailed documentation.	Number of objectives fully met. Increase in the number of variables.	Provide a listing of the capabilities of providing agency-level measures. Number of variables added to interim crosswalk file per month.

Plan to enhance crosswalk file as needed in the near future.	Number of techniques developed to update variables.	Provide a listing of techniques developed to update time-sensitive variables on the crosswalk file.
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Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Please refer to the section “What an Application Should Include” (page 10) for additional information.

Note on project evaluations: Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protections. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirement for OJP Applications” web page (www.ojp.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that web page.

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. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsr.gov.

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 will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that

provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.Grants.gov. If the applicant experiences technical difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **800-518-4726**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. 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 are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** A DUNS number is required for Grants.gov registration. In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or 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. 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 CCR database. An applicant must be registered in the CCR to successfully register in Grants.gov. 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.
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS Number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Please note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is

CFDA# 16.734, titled “Special Data Collections and Statistical Studies,” and the funding opportunity number is 2011-BJS-2987.

6. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **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 a rejection notification.

Note: Grants.gov will forward the application to OJP’s Grants Management System (GMS). 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 Grants.gov Technical Issues

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant’s control that prevent submission of its application by the deadline, the applicant must contact the BJS staff **within 24 hours after the deadline** and request approval to submit its 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 Grants.gov Help Desk tracking number(s) received. After the program office reviews all of the information submitted, and contacts the Grants.gov 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 Grants.gov 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 Grants.gov, if any, are posted at the top of the OJP funding Web page, www.ojp.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.

Moreover, applicants should anticipate that some application elements are so critical that applications unresponsive to the scope of the solicitation, or that do not include a program narrative, and budget detail worksheet including a budget narrative, a time/task plan noting

levels of effort by personnel for each major subtask, and resumes/curriculum vitae of key personnel will neither proceed to peer review nor receive further consideration.

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.

An application for this project should contain at minimum the following elements:

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 be no longer than 30 double spaced pages using one-inch margins and 12-point font. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions. The following sections should be included as part of the program narrative.

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

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. 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.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.gov/financialguide/part3/part3chap17.htm.

5. Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at minimum, the applicant should submit an unsigned, draft tribal resolution as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the signed tribal resolution.

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.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

Proposals should describe in detail the applicant's plans for performing each of the tasks outlined in the solicitation. The applicant will be evaluated on the basis of:

1. Statement of the Problem (20%)

The application should demonstrate that the applicant understands the goals and objectives of the project, including the value of the resulting crosswalk file to the criminal justice field. The applicant should demonstrate that it is familiar with the content of the most recent law enforcement agency crosswalk file and the sources of information on which it is based, including the relevant UCR Program files and BJS' Census of State and Local Law Enforcement Agencies.

2. Project Design and Implementation (45%)

The application should describe how the applicant will approach each phase of the project as detailed in the Project Specific Information section. The application should detail how the applicant will develop the universe list of law enforcement agencies. The application should describe how the applicant will locate and assess the data sets that could potentially support the development of key variables on the new crosswalk file. The application should also offer the applicant's initial thinking about the possible contents of an enhanced crosswalk file. As a part of this discussion, the application should layout the process it will use to determine how to generate new population-served estimates for the individual law enforcement agencies. The applicant should describe how it will organize and document the processing of the various original databases. The application should also list each of the required deliverables and demonstrate their understanding of these interim and final products beyond the text found in this solicitation.

3. Capabilities and Competencies (20%)

This section should document the applicant's ability to successfully complete the prescribed tasks. This may be done through descriptions of the benefits of the proposed

design/work plan, past work, and/or by the relevant skills/experience of proposed program staff. This section should identify 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 identification by name of all key personnel with decision-making authority. (Vitae/resumes of key staff should be included in an appendix to the proposal.)

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)

The applicant should indicate an understanding of the performance measures required for this grant (described on page 7) and confirm that the necessary measures will be provided.

5. Budget (10%)

The budget should clearly identify how and on what tasks the funds will be expended. The application should include a time/task plan that clearly identifies dates for key milestones, and a staff loading chart, by task, showing the role and number of hours committed for proposed staff. The application will also be judged on the quality and completeness of the Budget Detail Worksheet and Budget Narrative.

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.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. BJS may use either internal peer reviewers, external peer reviewers, or a combination 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 a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications 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 for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with the Bureau of Justice Statistics, 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 also may 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 awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.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
- Nonprofit 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

Law Enforcement Agency Identifiers Crosswalk

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

Eligibility Requirement: Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, 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.

_____ The federal amount requested should not exceed \$500,000.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 11)
- _____ Program Narrative (see page 11)
 - _____ 12-point font
 - _____ Should not exceed 30 double spaced pages
 - _____ 1-inch margins
- _____ Budget Detail Worksheet (see page 11)
- _____ Budget Narrative (see page 12)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 12)
- _____ Tribal Authorizing Resolution (if applicable) (see page 12)
- _____ Other Standard Forms as applicable (see page 12), including:
 - _____ Disclosure of Lobbying Activities (if applicable)
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)