



Bureau of Justice Statistics

State Justice Statistics Program for Statistical Analysis Centers

*Program Application Guidelines
Fiscal Year 2002*



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Fiscal Year 2002 Application Guidelines

A. Purpose

This program announcement describes the guidelines and requirements of the Fiscal Year 2002 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 State, local, and Federal 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.

BJS also administers the National Criminal History Improvement Program (NCHIP), which implements the grant provisions of the Brady Handgun Violence Prevention Act, the National Child Protection Act of 1993, the Stalker and Domestic Violence Reduction provisions of the Violence Against Women Act, the Crime Identification Technology Act (CITA), and related legislation. BJS has encouraged SAC directors to participate in their State's application for NCHIP funds, in addition to

applying for funding related to crime identification technologies through the SJS program.

BJS's goal is to maintain and enhance each State's capacity to address criminal justice issues through collection and analysis of data. The State Justice Statistics program simplifies the process by which SACs can obtain funding, possibly in partnership with other agencies, from the full spectrum of funding available through BJS and other components of the Office of Justice Programs that pass funds to BJS to enhance the SJS program. BJS also continues to support those SACs located in States with a Safe Kids-Safe Streets program, administered by OJJDP, the Weed and Seed Office, and the Violence Against Women Act grant office.

B. The SJS Program

The State Justice Statistics (SJS) Program for Statistical Analysis Centers is oriented around issues and products. 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 and products it is encouraging (Section E, below) and asks applicants to give careful consideration to planning activities that fit within one or more of the designated topics. If a SAC does not feel that any of the topics is 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

C. Background

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, and conducting their justice system operations and evaluations.

BJS is specifically authorized by statute (42 U.S.C. 3732) to provide assistance in the development of State and local government justice information systems, and directed to give primary emphasis to the problems of State and local justice systems (42 U.S.C. 3731). The SACs, which were 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 49 States, the

District of Columbia, Puerto Rico, and the Northern Mariana Islands.

1. Goals of BJS Support for Statistical Analysis Centers

- 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 supports the collection and sharing of vital justice system data among the States and between the States and the Federal Government; 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.

2. Objectives of the SJS Program

Provide support to the SACs to:

- participate in projects whose research, data collection, and analysis is coordinated across states and which results in publications;
- produce statistical reports on crime, criminal offenders, and the justice system;
- develop improved justice statistical and information systems and maintain data service functions in the State; and

- support BJS data-gathering efforts in individual States.

D. Support to Established SACs

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 advice; the purpose of this requirement is to foster cooperation within the State among agencies working on related BJS- or OJP-funded activities, but BJS will assist applicants in avoiding cumbersome administrative arrangements. Activities in the SJS program include:

1. Collecting, analyzing, and publishing criminal justice data;
2. Analyzing data in support of public policy, especially on themes identified in Section E of 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 Justice Research and Statistics Association (JRSA), the National Archive of Criminal Justice Data, 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 such activities within the State as data collection, providing technical assistance and training, liaison with other organizations, and conducting statistical analysis. Travel to attend the annual Bureau of Justice Statistics (BJS)/Justice Research and Statistics Association (JRSA) national conference is limited to one person each year, unless BJS specifically authorizes additional conference travel.

Because of the limited funds available for each State, the use of program funds for indirect costs is strongly discouraged. All grant funds should be used to achieve specific program objectives.

E. Themes for the Fiscal Year 2002 SJS Cycle

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 your 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 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.

Themes will be revised each year with the issuance of the new fiscal year program announcement. In some instances, the revised list of themes may be mailed to SACs and other participating agencies separately in advance of the release of the program announcement. The new list will also be posted to the BJS World Wide Web site on the Internet <www.ojp.usdoj>.

[gov/bjs/](http://www.ojp.usdoj)>, so SACs with access to the Internet can learn of them in that manner as well.

As other OJP budget and priority developments evolve, additional funding may be available for one or more of the theme topics. The first theme in each funding cycle's list is BJS's highlighted topic for the fiscal year; we strongly urge each State to consider this theme since BJS will be making extra efforts to generate a nationally visible document based on it. If you choose the highlighted topic and it carries additional funding, we suggest that you contact your BJS program manager for additional guidance before submitting an application.

These are the themes/topics applicable to Fiscal Year 2002 of the SJS Program:

Theme 2002A. Deaths in Police Custody Reporting - Obtaining statewide data on deaths occurring in the process of arrest or in pursuit of arrest.

Pursuant to a legislative mandate, *Death in Custody Reporting Act of 2000 Pub. L 106-297*, BJS is currently carrying out the directives under this Act by obtaining data on deaths occurring in prisons, jails, and juvenile detention facilities throughout the country. The next phase of the data collection involves collecting data on deaths occurring "in the process of arrest."

Examples of such deaths would 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 (i.e. heart attacks, strokes, seizures).

BJs encourages assistance from State SAC's 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. The Department of Justice is under an ongoing mandate to collect these data. Therefore, applicants wishing to address this theme would need to establish a long-term reporting process, rather than a one-time study. For a copy of Pub. L. 106-297, please see Appendix D.

Theme 2002B. Anti-terrorism studies and data collection efforts intended to enhance a state's ability to identify and monitor threats to security, and to further the exchange of information among jurisdictions and states. Examples include collecting data on unauthorized flights around major airports; tracking changes in crime that may result from shifting of resources to anti-terrorism needs; analyzing data on thefts from laboratories, fertilizer manufacturers and other sources that may point to attempts to plan bioterrorism or other acts; tracking system integration efforts to identify what information can be extracted besides criminal histories.

2002C. State and local victimization surveys which are compatible with BJS' National Crime Victimization Survey (NCVS), to include costs associated with sample selection, survey protocols, data collection, data tabulations, analysis and dissemination.

SACs receiving funds under this theme must agree to use the BJS developed Crime Victimization Survey Software, which can be easily modified to meet State/local

priorities and requirements. SACs can download and review the software by going to www.ojp.usdoj.gov/bjs/abstract/cvs.htm. Technical assistance in the application of the software can be obtained at askcvs.ncjr.org.

BJs encourages SACs to establish partnerships with cities or counties that may wish to conduct victimization and citizen attitude surveys on their own or in cooperation with SACs. This can occur in various forms, either by having the SAC be responsible for the conduct of the survey, or by the SAC providing technical assistance in the design of the survey, providing analytical services, disseminating survey results, etc. SACs receiving SJS funds under this theme agree to make anonymous survey data available upon request to BJS and the public.

2002D. Analysis of criminal history records (such as for patterns of criminal behavior or stalking), offender tracking/system flow studies, evaluation or review of the State's criminal history record improvement activities, prosecution of firearm sale denials, or studies related to handgun use. At most one topic may be proposed in this topic area. The application must either state that the applicant is also the State's administrator of NCHIP funds or include a letter or memorandum of endorsement from the State agency administering NCHIP funds.

2002E. Domestic and sexual violence data collection and analysis, including victims and offenders, the impact of arrest and arrest policies, prosecution and sentencing policies, and related patterns and trends. This theme addresses studies based on records/information contained in Sex Offender Registries, which can include

the identification of the characteristics of sexual predators, patterns of recidivism, issues of offender mobility, especially across state boundaries, and analysis of sexual offender community notification systems. At most one topic may be proposed in this topic area. The application must either state that the applicant is also the State's administrator of funds awarded by BJS to establish or enhance the state's sex offender registry or include a letter or memorandum of endorsement from the State agency administering funds for establishment or enhancement of the State's sex offender registry.

2002F. Drug control and drug abuse monitoring and studies related to drug abuse monitoring, studies related to the relationship between drugs and violent crime, gun use by offenders under the influence of drugs, driving under the influence of drugs (licit or illicit), drug courts, treatment, and evaluation of drug control programs and strategies.

2002G. Internet infrastructure development, enhancements, and linkages, including building a World Wide Web site, computer support, and preparing reports for dissemination via the Internet. Applicants may select an existing Internet server as the location for their site; if such an arrangement is impractical, applicants should contact BJS and JRSA in preparing their applications so that appropriate Internet site locations can be made available to SACs.

2002H. Research using incident-based crime data that are compatible with the National Incident-Based Reporting System. Successful applicants agree, when asked, to participate in feedback sessions convened by BJS regarding table structures,

coding conventions, and other topics related to data analysis, presentation, and dissemination.

2002I. Corrections studies related to changing sentencing policies, including risk assessment, performance measures, truth in sentencing, and population analysis or projections. Applications including this theme are encouraged to include documentation demonstrating support and/or cooperation of the State agency that administers grants from the Office of Justice Programs' Corrections Program Office.

2002J. Juvenile justice and violence, including offenders, interactions with the adult criminal justice system, gangs, drugs and gangs, and the impact of trends. Applications including this theme must identify State agencies responsible for statistical data about juvenile offenders, if any, and include documentation demonstrating support and/or cooperation with such agencies.

2002K. Research involving computer related crimes (cybercrimes). Applications addressing this topic are encouraged to contact BJS and discuss proposed projects with staff involved in BJS's *Computer Crime Survey*.

2002L. Any theme or topic that is identified by the SAC applicant and is accompanied by persuasive documentation and justification that the subject is a top priority for the State's Governor or criminal justice policy officials.

F. Eligibility Requirements

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 (State Police, Department of Corrections, Administrative Office of the Courts, etc.), special provisions must be made to ensure the SAC's broad mission, objectivity, independence, and visibility. These provisions must be documented in each application for funding. Examples of such provisions are letters of agreement from agencies that deal with other aspects of criminal justice in the State, or a SAC advisory board that includes policy-level officials of such agencies. The SAC must inform BJS of any substantive changes in these provisions, such as changes in the 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 SAC's relationship to the Governor's Office, to other relevant State agencies, and any other organizations included as recipients of funds in the application.

The SAC must be staffed by professionals skilled in the statistical treatment of data for policy analyses and 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.

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 *Catalog of Federal Domestic Assistance* (CFDA) number for the SAC program is 16.550 (Criminal Justice Statistics Development).

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.

G. 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. Final authority on funding decisions is vested in the Director of BJS. 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.

The criteria for review and selection include:

1. 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.
2. Organizational integrity, technical competence, and organizational placement of the applicant and other organizations proposed for funding;
3. Experience of applicant's personnel in similar work;
4. Technical soundness and completeness of the proposed approach;
5. Appropriateness of the project schedule and budget;
6. Past record of applicant's performance with previous awards, including quality of work, completeness, and adherence to schedules; and
7. The extent to which the program narrative addresses specific objectives of the SJS program, and the dollar resources needed to achieve them.

H. Status of Prior SJS Projects

1. Applications must include the status of each award your SAC received in Fiscal Years 1999, 2000, and 2001. 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.
2. For each project, indicate the status of it by the following categories: Completed, In Process, or Revised/Replaced. For the last one, please indicate if it is Completed or In Process.
3. For each product, state if it has been Published, Presented at a Public Meeting, or otherwise Recognized by whatever means.

I. Award Period

Awards made under this announcement will be in the form of a cooperative agreement. Awards normally will be for 12 months, but can be longer if the applicant chooses.

No-cost extensions may be granted by BJS for good cause (for example, under-spending due to an unavoidable staff vacancy). Extensions should be requested in writing at least 30 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.

J. Award Amount

No minimum or maximum amount is established for an award. While the amount of past SAC awards may be used as a guide

when preparing the application, sufficiently strong justification of tasks and activities could result in an award greater than that in the past; a weak justification may result in a smaller award. Each award is intended to supplement State financial support of the SAC.

K. When to Apply

Applications should be submitted to BJS at least 90 days before the requested starting date for the initial award to a SAC applying under this guideline. For funding in FY 2002, applications should be received by BJS no later than June 15, 2002.

Applications received after June 15th may be deferred until the next fiscal year, beginning October 1, 2002.

A SAC may apply for funding at any time for a theme which carries additional dollar resources if, at the time it submitted its normal annual application, that theme had not been identified as such.

L. Protection of Human Subjects, Privacy Certificate and Institutional Review Boards

Federal Protections for Human Subjects

U.S. Department of Justice Regulation 28 CFR Section 22.23 requires that a BJS Screening Sheet for Protection of Human Subjects and a Privacy Certificate be submitted to BJS as part of any application for a project in which information identifiable to a private person will be collected for research or statistical purposes. Please see Appendix C at the end of this announcement for instructions and copies of the screening sheet and the privacy certificate. Please be sure that these

documents are included with your application when required. Additional copies can be downloaded from www.ojp.usdoj.gov/bjs/apply.htm.

If a recipient of Federal funds intends to conduct research on a human subject to gather information about the person, the research project must be reviewed and approved by an Institutional Review Board (IRB). Among other things, IRBs ensure that risks to human subjects are minimized, informed consent is obtained, and confidentiality is protected (see 28 CFR Part 46). Because many types of research are exempt from IRB review, it is essential that all applicants complete the BJS Screening Sheet for Human Subjects found in Appendix C at the end of this announcement or on the World Wide Web at www.ojp.usdoj.gov/bjs/pub/pdf/bjssps.pdf

In order to streamline this step in the grant application process, BJS encourages States to either develop their own IRBs or form partnerships with nearby colleges or universities which have IRBs already in operation.

Please also note that the federal human subject regulations in 28 CFR Part 22 only apply in the event that Federal funds are used to support the research project. For research projects that are funded entirely with State funds, only the relevant State laws apply to protect human subjects.

Privacy and Confidentiality Requirements

Department of Justice regulations state that "research or statistical information identifiable to a private person may be used only for research or statistical purposes." (See 28 CFR Part 22). In order to protect information identifiable to a private person, BJS has developed a Privacy Certificate (found in Appendix C or on the World Wide Web) at www.ojp.usdoj.gov/bjs/pub/pdf/bjsmpc.pdf

The Privacy Certificate requires that if identifiable private information is collected, the information must be adequately protected from disclosure or unauthorized use. As with the Human Subjects Screening Sheet, the Privacy Certificate must be completed and included with the application. BJS staff are ready and willing to answer questions about the application of these federal regulations to proposed state research projects.

M. Contact

For further information, contact Paul White, SJS Program Coordinator, at (202) 307-0771, by e-mail at whitep@ojp.usdoj.gov or your State program manager.

Appendix A

Application and Administrative Requirement

Application Content

All applicants must submit:

- Standard Form 424, Application for Federal Assistance
- Budget Detail Worksheet (replaced the Standard Form 424A, Budget Information)
- OJP Form 4000/3 (Rev. 1-93), Assurances
- OJP Form 4061/6 Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements, and, when necessary:
- BJS Screening Sheet for Protection of Human Subjects
- Privacy Certificate

Copies of these forms are provided in the Appendix B of this application package. Additional copies can be downloaded from www.ojp.usdoj.gov/bjs/apply.htm.

Applicants are requested to submit an original and two copies of the application and certifications to the following address:

Application Coordinator
Bureau of Justice Statistics
810 7th Street, NW
Washington, DC 20531
Phone: (202) 616-3500

Standard Form 424 (SF-424). The SF-424, a 1- page sheet with 18 items, serves as a cover sheet for the entire application. This form is required for every application for

Federal assistance. **No application can be accepted without a completed, signed original SF-424.** Directions to complete each item are included on the back of the form.

Budget Detail Worksheet. Applicants must provide a detailed justification for all costs, including the basis for computation of these costs. For example, the detailed budget would include the salaries of staff involved in the project and the portion of those salaries to be paid from the award; fringe benefits paid to each staff person, travel costs related to the project; equipment to be purchased with the award funds; and supplies to complete the project.

Budget Narrative. The budget narrative should detail costs included in each budget category for the Federal and the non-Federal (in-kind and cash) 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:

a. 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.

b. Fringe benefits category. Indicate each type of benefit included and explain how the total cost allowable for employees assigned to the project is computed.

c. Travel category. Itemize travel expenses of project personnel by purpose (e.g., faculty to training site, field interviews, advisory group meetings, etc.) 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.") In 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.

Identify the tentative location of all training sessions, meetings, and other travel.

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.

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.

d. Equipment. List each type of equipment to be purchased or rented with unit or monthly costs.

e. 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.

f. Contractual category. State 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.

g. Construction category. Describe construction or renovation which will be accomplished using funds awarded and the method used to calculate cost.

h. 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.)

i. Indirect charges category. The Agency may accept an indirect cost rate previously approved for an applicant by a Federal agency.

Applicants must enclose a copy of the approved rate agreement with the grant application.

j. 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. All applications must include a program narrative which fully describes the expected design and implementation of the proposed program. In developing the narrative, refer to the program design (permitted core and noncore activities) as described in the program announcement.

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.

The application should include an explanation of the placement of the applicant agency within the State organization structure; 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.

Assurances. OJP Form 4000/3 (Rev 1-93) must be included in the application submission. If submitting this form separate from the SF-424, the applicant must sign and date the form to certify compliance with the Federal statutes, regulations, and requirements as cited.

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace. Applicants should refer to the regulations cited in OJP Form, 4061/6 to determine the certification to which they are required to attest. A copy of OJP Form 4061/6 is provided in Appendix B of this application package. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

Financial and Administrative Requirements

Discretionary grants are governed by the provisions of OMB Circulars applicable to financial assistance. The circulars, in addition to the information and guidance in "OJP Financial Guide", are available from the Office of Justice Programs. This guideline manual, provided upon request, is intended to assist grantees in the administration of funds and includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records.

Complete and accurate information is required relative to the application, expenditure of funds, and program performance. The consequences of failure to comply with program guidelines and requirements will be determined at the discretion of the Department of Justice.

Reporting Requirements

Semi-Annual Progress Reports.

Recipients are required to submit semi-annual progress reports. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the approved award documents and/or subsequently approved project time lines. Progress reports must be submitted within 30 days after the end of the reporting periods, which are **June 30 and December 31** for the life of the award.

A final report which provides a summary of progress toward achieving the goals of the grant, major project activities, significant

results, and any products developed, is due 120 days after the end of the grant.

Financial Status Reports. Financial status reports (SF 269A) are due quarterly by the 45th day following the end of each calendar quarter. A report must be submitted every full quarter that the award is active. The final report is due 120 days after the end date of the award.

Fund drawdowns and future awards may be withheld if progress and financial reports are delinquent. An original and two copies of all reports must be sent to the Office of the Comptroller, Control Desk, Room 5303, 810 7th Street, NW, Washington, D.C. 20531-0001.

Civil Rights Obligations

All applicants for Federal financial assistance must sign Certified Assurances that they are in compliance with the Federal laws and regulations which prohibit discrimination in any program or activity that receives such Federal funds. Section 809(c), Omnibus Crime Control & Safe Streets Act of 1968, 42 U.S.C. 3789d, provides that:

No person in any State shall on the ground of race, color, religion, national origin, sex [or disability]* be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, or denied employment in connection with any program or activity funded in whole or in part with funds made available under this title.

* Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans With Disabilities Act prohibit identical discrimination on the basis of disability.

The applicant agency must discuss how it will ensure nondiscriminatory practices as they relate to:

- (1) Delivery of Services or Benefits — to ensure that individuals will not be denied access to services or benefits under the program or activity on the basis of race, color, religion, national origin, gender, age, or disability;
- (2) Employment Practices — to ensure that its personnel in the program or activity are selected for employment without regard to race, color, religion, national origin, gender, age, or disability; and
- (3) Program Participation — to ensure members of any planning, steering or advisory board, which is an integral part of the program or activity, are not excluded from participation on the basis of race, color, religion, national origin, gender, age or disability; and to encourage the selection of such members who are reflective of the diversity in the community to be served.

Audit Requirement

ON June 30, 1997, the Office of Management and Budget issued Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations," which establishes regulations to implement the Single Audit Act of 1996. This Circular A-133 outlines the requirements for organizational audits which apply to BJS grantees.

Recipients which expend \$300,000 or more of Federal funds during the fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. general Accounting Office Government Auditing Standards.

The audit reports will be due nine (9) months after the end of the recipient's fiscal year. The completed audit reports for State and local governments, institutions of higher learning, and non-profit institutions should be mailed to the following:

**Federal Audit Clearing-house
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132**

In addition, a copy of the transmittal letter should be mailed to the Office of Justice Programs, Office of the Comptroller, Control Desk, at the address shown above.

Disclosure of Federal Participation

Section 8136 of the Department of Defense Appropriations Act (Stevens Amendment), enacted in October 1988, requires that, "when issuing statements, press releases for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to State and local governments, shall clearly state:

- (1) the percentage of the total cost of the program or project which will be financed with Federal money, and
- (2) the dollar amount of Federal funds for the project or program.

Intergovernmental Review of Federal Programs

Federal Executive Order 12372, "Intergovernmental Review of Federal Programs," allows States to establish a process for reviewing Federal programs in the State, to choose which programs they wish to review, to conduct such reviews, and to make their views known to the funding Federal agency through a State "single point of contact."

If the State has established a "single point of contact," and if the State has selected this program to be included in its review process, the applicant must send a copy of its letter or application to the State "single point of contact" at the same time that it is submitted to BJS. The letter or application submitted to BJS must indicate that this has been done. The State must complete its review within 60 days. The review period will begin on the date that the letter or application is officially received by BJS. If BJS does not receive comments from the State's "single point of contact" by the end of the review period, this will be interpreted as a "no comment" response.

If the State has not established a "single point of contact," or if it has not selected the BJS statistics development or criminal history improvement programs in its review process, this must be stated in the letter or application.