



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is seeking applications to administer the Federal Justice Statistics Program (FJSP) to collect, standardize, link, analyze, and disseminate comprehensive federal justice transaction statistics. As the principal federal statistical agency within 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 working in partnership with federal justice agencies and sharing state-of-the-art knowledge and information. The FJSP supports innovative strategies and approaches needed to address the most pressing problems confronting the federal criminal justice system.

FY 2013 Continuation of the Federal Justice Statistics Program

Eligibility

Eligible applicants are limited to for-profit (commercial) organizations, nonprofit organizations (including tribal nonprofit or for-profit organizations), faith based and community organizations, institutions of higher learning (including tribal institutions of higher education). For-profit organizations must agree to forgo any profit or management fee).

BJS may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 23.) All applications are due by 11:59 p.m. eastern time on Monday, June 24, 2013. (See "Deadlines: Registration and Application," page 4.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, 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 requirements of this solicitation, contact Mark Motivans, BJS Statistician, by telephone at 202-307-0765, or by e-mail at askbjs@usdoj.gov. Include "2013CFJSP" in the subject line.

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Contents

Overview	4
Deadlines: Registration and Application	4
Eligibility	5
Program-Specific Information	5
Performance Measures	10
Notice of Post-Award FFATA Reporting Requirement.....	13
What an Application Should Include	13
Information to Complete the Application for Federal Assistance (SF-424)	14
Program Narrative	14
Budget Detail Worksheet and Budget Narrative	14
Indirect Cost Rate Agreement (if applicable)	15
Tribal Authorizing Resolution (if applicable).....	15
Additional Attachments.....	16
Other Standard Forms.....	18
Selection Criteria.....	19
Review Process	20
Special Conditions Applied to Awards under this Solicitation.....	20
Additional Requirements	22
How to Apply	23
Provide Feedback to OJP on This Solicitation.....	26
Application Checklist	27

FY 2013 Continuation of the Federal Justice Statistics Program (CFDA # 16.734)

Overview

The Bureau of Justice Statistics (BJS) is the statistics agency of the U.S. Department of Justice (DOJ) and a component of the Office of Justice Programs (OJP). BJS is announcing a public solicitation for the continuation of the Federal Justice Statistics Program (FJSP) through a Cooperative Agreement. The FJSP is managed by BJS and serves as the national clearinghouse of federal case processing data. Under this program, data provided by six federal justice agencies are standardized, maintained, analyzed, and archived (currently under Award #2010-BJ-CX-K079).¹ The FJSP produces annual, cross-sectional data files (Standard Analysis Files, or SAFs) which represent the stages from arrest and prosecution through pretrial release, adjudication, sentencing, appeals, and corrections. BJS has used these files to report on defendants processed at a specific stage at a point in time. In the late 1990s, the FJSP developed a methodology to link person-case records to improve statistical reporting. Recognizing the greater analytical rigor that linked or “longitudinal” data provides in addressing policy questions, the FJSP created the Dyad Link File System to enable analysis of linked cohorts. The clearinghouse currently contains annual cross-sectional data files and Dyad Link Files from 1994 to 2010.

Tasks under this award will include receiving 2013, 2014, and 2015 datasets from six federal agencies, converting 2012 (already received), 2013, and 2014 data into SAF format using SAS statistical software code, implementing guidelines to ensure data quality and confidentiality standards, and updating and expanding the Dyad Link File System to include all available data. The recipient will also provide technical assistance to BJS and others in using the FJSP data, preparing data and documenting files to update and expand the BJS online query tool, and assisting BJS to create additional online statistical reporting capabilities. The recipient will also prepare data files and documentation for submission to the National Archive of Criminal Justice Data (NACJD). BJS is authorized to issue this solicitation under 42 U.S.C. § 3732(c). The recipient will prepare the annual *Federal Criminal Justice Statistics* bulletin and annually produce four data briefs on issues of timely substantive importance. The successful applicant will receive all relevant computer code developed to date by the FJSP to create the SAFs, the Dyad Link Files, the BJS online query tools, and the files submitted to NACJD.

Deadlines: Registration and Application

Applicants must register with Grants.gov in order to submit an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition,

¹The six agencies include: The U.S. Marshals Service, Drug Enforcement Administration, Executive Office for U.S. Attorneys, Administrative Office of the U.S. Courts, Federal Bureau of Prisons, and United States Sentencing Commission. Standards are applied to each agency’s data to increase comparability between agencies. These include a common unit of analysis (person-case), an equivalent time for reporting of events (fiscal year), and a common offense classification.

OJP urges applicants to submit applications 72 hours prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on Monday, June 24, 2013. See “How to Apply” on page 23 for details.

Eligibility

Applications for funds may be submitted by both for-profit (commercial) and nonprofit organizations. (See more information in the “Eligibility” section on cover page.)

Project-Specific Information

BACKGROUND: The Bureau of Justice Statistics’ Federal Justice Statistics Program (FJSP) was initiated in 1982 to serve as a central resource for information describing the case processing of federal criminal defendants. The FJSP collects data from different federal criminal justice agencies and standardizes this information to maximize comparability across agencies and within agencies over time. The program represents the primary BJS effort describing the federal criminal justice system and responds directly to the legislative authorization that BJS “collect, analyze, and disseminate comprehensive federal justice transaction statistics ... and to provide technical assistance to and work jointly with other federal agencies to improve the availability and quality of federal justice data” (42 U.S.C. 3732 (c) (15)).

In keeping with the original program plan, which was designed to minimize data collection costs, no original data collection is supported under this program. Administrative data are obtained annually from operational federal agencies, including the U.S. Marshals Service, Drug Enforcement Administration, Executive Office for U.S. Attorneys, Administrative Office of the United States Courts, Federal Bureau of Prisons, and the United States Sentencing Commission. The successful applicant should plan to meet regularly with staff from each agency to receive updates and learn of changes to the data.

To more closely unify federal justice statistics reporting, the FJSP employs a methodology and corresponding statistical programs written in SAS programming language that standardizes key case processing concepts. Data received from participating agencies are standardized using these statistical programs to create a common unit of analysis, an equivalent period for reporting of events (fiscal year), and a common offense classification scheme. The statistical programs are also updated annually to address changes to the agency data files. In addition, the statistical programs remove personal identifying information from the files. These reconciled data, or SAFs, are central to the FJSP’s role in producing and reporting uniform federal criminal case processing statistics. The SAFs are used to generate periodic reports on topics of special interest and are archived at the National Archive of Criminal Justice Data (NACJD): (www.icpsr.umich.edu/icpsrweb/content/NACJD/guides/fjsp.html). All existing relevant computer code needed to produce the SAFs and the data files submitted to the NACJD will be provided to the successful applicant.

The SAFs are also incorporated into a BJS web query tool that permits users to interactively query the federal data and download the query results as a spreadsheet. This query tool is available on the BJS website at www.bjs.gov. The query tool provides statistics by stage of the federal criminal case process, including law enforcement, prosecution and courts, and incarceration. Users can currently generate queries for up to three variables 1998 to 2010.

Users can also generate queries by title and section of the U.S. criminal code by processing stage from 1994 to 2010. The programming code and protocols for updating the web query tool are established. The successful applicant will receive the existing computer code used to prepare data files for the query tool and will follow data formatting requirements when submitting annual data for updating the query tool.

In addition, the current project will expand the query tool to include data from the U.S. Office of Probation and Pretrial Services (pretrial and post-conviction supervision stages), which will require revising the current tool and the table structure. This work will be coordinated with BJS to ensure that changes conform to BJS technology and software. The following software programs are used to maintain and update the query tool: Cold Fusion, Oracle, HTML, Java Script, and SQL.

Project tasks will also include maintaining and updating the Dyad Link File System. The Dyad Link File has been developed to link individual case records across FJSP agencies from 1994 to 2010. Software code written in SAS statistical programming language and C++ is used to match person-case records using personal identifiers. Once the link is made, personal identifiers are removed and replaced with a sanitized identification number. The Dyad Link File enables the user to link case records within FJSP SAFs without the use of confidential identifying information. A technical report describing the methods used to create the Dyad Link File System is available at www.ncjrs.gov/pdffiles1/bjs/grants/239536.pdf. The successful applicant will be responsible for updating the Dyad Link File using 2012, 2013, and 2014 SAFs. The successful applicant will also receive the existing computer code used to prepare data files.

The funding will also be used to expand the BJS web query tool to incorporate the capabilities provided by the Dyad Link Files. Tasks include designing a BJS web interface for querying linked cohorts of federal offenders modeled after or augmenting the current BJS federal query tool using annual, cross-sectional data files (see: www.bjs.gov/fjsrc/).

The recipient of funds will also develop and maintain a training and technical assistance website to support users of the FJSP data. The website will include file documentation, an online data dictionary for SAFs and Dyad Link Files, and tutorials on ways FJSP data can be used (cross-sectional and longitudinal), including SAS and SPSS statistical code. The FJSP technical assistance website will be augmented by additional training modules and in-depth tutorials focusing on the use of FJSP linked data. A variety of technical assistance materials, ranging from frequently asked questions, in-depth documentation, user guides, sample analyses, and example applications of the FJSP linked data to answer questions, will be developed (see: fjsrc.urban.org). The existing computer code used to support this website will be provided to the successful applicant.

Further, successful applicant will update (and consider expanding) the annual *Federal Criminal Justice Statistics* bulletin (www.bjs.gov/index.cfm?ty=pbdetail&iid=2208), and produce four data briefs per year on issues of timely substantive importance. BJS data briefs are shorter reports (2-5 pages) that report statistics on a specific topic (for an example, see: www.bjs.gov/content/pub/pdf/fpht05.pdf). Final versions of the annual FJSP reports and data briefs will include tables, text, verified program code, and documentation about created variables.

PROGRAM OBJECTIVES: The purpose of this award is to support the continuation of the FJSP. The recipient of funds will continue to collect, standardize, maintain, and archive specified federal data, provide technical assistance, produce annual statistical tables, provide formatted data for importing into the current BJS web query tool, and provide expertise in updating and expanding FJSP record linkage capabilities. The recipient will expand the BJS query tool to include additional stages (pretrial and post-conviction supervision) and an interface to support queries of linked cohort data. All existing materials (including software code, documentation, and standard analysis datasets) that have been produced by this project will be made available to the recipient of the award in the first 3 months of the project period.

Goals, Objectives, and Deliverables

The objective of the proposed program is to continue activities initiated under the ongoing BJS FJSP. Specifically, the recipient will—

- Maintain, update, and expand the FJSP database, which involves the collection, processing, and maintenance of data provided by participating federal agencies.
 - This will involve meeting with representatives from participating agencies (the U.S. Marshals Service, Drug Enforcement Administration, Executive Office for U.S. Attorneys, Administrative Office of the United States Courts, Federal Bureau of Prisons, and United States Sentencing Commission) to receive annual data files and to receive updates on changes to data documentation.
 - The recipient will process data according to standardization protocols. SAS statistical programming code and protocols will be provided to the successful applicant to create annual sets of standard analysis data files from each agency's source data. These SAFs include variables from the source data and also contain computed variables created for the FJSP statistical series. The process will include checks for data consistency and validity. The recipient will establish and document project controls to ensure data security and confidentiality of records.
 - The recipient will maintain and update all documentation (SAS program, log, and output files) for SAF creation, including statistical analysis codebooks and all computer code used in creating deliverables.
- In support of the BJS online query system, recipient will deliver FJSP data files in a timely and readily importable format for posting to the BJS website. Relevant existing software code that supports the current online query tool will be made available to the successful recipient. The recipient will propose enhancements that are compatible with BJS technology and software to improve the presentation of federal justice data on the BJS website.
- Maintain the library of Dyad Link Files. These files provide DOJ agencies and other researchers with an expanded data analysis resource that can be used for improved assessment of system efficiencies, workload issues, and resource allocations. Each dyad (or linked pair) is comprised of two agency SAFs from adjacent stages of the federal case process that have been linked. Using programs developed in SAS and C++,

the recipient of this award will maintain and update the Dyad Link File Series. Relevant existing software code that supports the production of the Dyad Link Files will be made available to the successful recipient.

- Support BJS requests for data tabulations, analyses, datasets, and other data manipulations using the FJSP data. In conjunction with BJS, the recipient will propose and prepare statistical reports using data from the FJSP and submit both text and tables in publication-ready format.
- Prepare data files and related documentation for archiving in the National Criminal Justice Data Archive. The public use data files of the source data must conform to BJS standards for submission to the National Archive of Criminal Justice Data at the University of Michigan.
- Adhere to all applicable federal regulations regarding privacy (28 CFR part 22 and 42 U.S.C. 3789(g)). This includes ensuring that direct personal identifiers are removed from the data prior to public release and establishing rigorous safeguards to protect personal identifying information from being disclosed.
- Develop and maintain a publicly accessible training and technical assistance website for users of the FJSP data.
 - This will include developing and maintaining a technical assistance website. The website will house FJSP data file documentation, an online data dictionary for SAFs and Dyad Link Files, and tutorials on ways that FJSP data can be used (cross-sectional and longitudinal), including SAS and SPSS code.
 - The FJSP technical assistance website will also be augmented by additional training modules and in-depth tutorials focusing on the use of the FJSP linked data. A variety of technical assistance materials, ranging from frequently asked questions, in-depth documentation, user guides, sample analyses, and example applications of the FJSP linked data to answer important questions, will be developed.
- Prepare the annual Federal Criminal Justice Statistics publication and four BJS data briefs.
 - Final versions of the annual FJSP reports and data briefs will include tables, text, verified program code, and documentation about created variables.

Amount and Length of Awards

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding will be made available under a cooperative agreement. BJS anticipates making a single award for this project. Pending available funding, BJS may make either a single award covering the three years of the project or an initial award for a 12-month period to cover activities associated with the first year of activities and with an option to continue the collection for the additional two years of activities conditional upon availability of funds and the quality of initial performance and products.

In preparing the application, applicants should assume the BJS will make one award of up to \$3 million for a 36-month project period. The applicant should consider that project activities will begin on October 1, 2013 and continue for a 3-year period. The applicant should provide separate annual budgets for fiscal years 2014, 2015 and 2016 and one summary 3-year budget. All scheduled activities must be completed by September 30, 2016.

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, recipients may not use federal funds to pay total cash compensation (salary plus cash 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 2013 salary table for SES employees is available at www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2013/executive-senior-level/. Note: A recipient may compensate an employee at a greater 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 Director of the Bureau of Justice Statistics may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the 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 the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, 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 to be done.

Minimization of Conference Costs

OJP encourages applicants to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP website at www.ojp.gov/funding/confcost.htm. This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

Note on food and beverages OJP may make exceptions to the general prohibition on using OJP funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
<p>Support the continuation of the BJS Federal Justice Statistics Program, which serves as the national clearinghouse of federal case processing data.</p>	<p>Percent of deliverables that meet expectations.</p> <p>Percent of deliverables completed on time.</p> <p>Provide data that are comprehensive and accurate.</p> <p>Number of days to complete technical assistance requests.</p> <p>Percent of project milestones and deadlines achieved.</p> <p>Provide deliverables completed within approved budget.</p>	<p>Produce annual SAF's data received from six participating agencies (100%) within project period, de-identified and formatted for archiving. Key aspects of this work include:</p> <ul style="list-style-type: none"> • Developing statistical code (SAS) of programs used to generate SAFs, SAS system files, and log files. Annual face-to-face meeting with each agency during project period. • Documentation of meetings with agency representatives regarding changes to administrative data received. • Data files formatted as ASC. • SAS statistical program codebook documentation. • Successful secure file transfer to the National Archive of Criminal Justice Data (NACJD) • Maintained 5% error rate or less (error rate = total errors in all outputs of table deliverables / total number of outputs produced in a table deliverable). <p>Provide draft(s) and final linked datasets following verification by BJS, including any changes. The data set includes Dyad Link Files, including data, statistical programs used to created Dyad Link Files, and codebook.</p> <p>Provide documentation of all changes (100%) made by agency to ensure consistency of data from year to year.</p> <p>Accounting of dates when requests are received and dates when changes appear on website. Annual data tables</p>

		<p>Query tool revisions to accommodate pretrial and post-conviction supervision outcomes. Quarterly project status reports.</p> <p>Monthly phone meetings with BJS staff, informing BJS of progress.</p> <p>Contacts BJS staff as issues arise.</p> <p>Submit SAS programs, output, and log files for review.</p> <p>Annual statistical tables, data tables formatted for receipt by BJS query tool, Dyad Link Files, and special requests.</p> <p>Documented improvements to code to improve efficiency and accuracy code.</p> <p>Documentation of confidentiality agreements signed by 100% of staff who have access to data.</p> <p>Provide log of all data transfer activities, including receipt of data from agency, storage status of data and data disseminated as deliverables.</p> <p>Each year, deliver 1 BJS report (the annual Federal Criminal Justice Statistics) and 4 data briefs that use FJSP and that meet BJS standards and receive BJS approval.</p>
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OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 13 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 protection regulations. 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 Requirements for OJP Applications” Web page (www.ojp.usdoj.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 Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require 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), 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.fsrs.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.

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJS has designated to be critical, will neither proceed to peer review or receive further consideration. Under this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one document, it must contain **both** narrative and detail information.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet and Budget Narrative,” “Timelines,”

“Memoranda of Understanding,” “Resumes”) for all attachments. Also, OJP recommends that applicants include resumes in a single file.

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used 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, select "For-Profit Organization" or "Small Business" (as applicable).

2. Program Narrative

The program narrative may not exceed 30 double-spaced pages using 12-point font with 1-inch margins and must contain the four components listed below.

If the program narrative fails to comply with these length-related restrictions, BJS may consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative. See the “Selection Criteria” section below for more detail on the content of these application components.

- a. Statement of the Problem: Include project purpose, goals, and objectives.
- b. Project Design and Implementation: Include a detailed time/task plan for the entire project period showing the time for each major activity, product completion dates, and the level of personnel effort/cost allotted for each.
- c. Capabilities and Competencies: Include details of organizational and staff competencies and computing environment and capabilities.
- d. Plan for Collecting the Data Required for this Solicitation’s Performance Measures.

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. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, 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.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

5. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, then the application should include appropriate legal documentation, as described above, from all tribes that would receive services/assistance 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 an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants that are unable to submit with the application a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at minimum, submit an unsigned, draft version of such legal documentation 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, BJS will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

6. Additional Attachments

a. Key staff information

This should include an annual staff loading chart, by task, showing the role and number of hours committed by proposed staff; identification of proposed key personnel and their qualifications for the significant functions in the project, along with concise descriptions of the duties each will perform under the contract; and identification by name of all key personnel with decision-making authority.

b. Privacy Certification

The Privacy Certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of a private person's identifiable information that 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 policies and procedures to be followed to protect identifiable data. A model certificate is located at www.bjs.gov/content/pub/pdf/bjsmpc.pdf.

c. Human Subjects Protection Certification of Compliance

BJS requires the funding recipient to submit proper documentation 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 www.bjs.gov/content/hscr.cfm.

d. Applicant disclosure of pending applications.

Applicants are to disclose whether they have pending applications for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will be subawarding federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the Federal or State funding agency
- the solicitation name/project name
- the point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page. (e.g., “[Applicant Name] does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”)

e. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal’s rating under the selection criteria, in order to receive funds, the applicant’s proposal must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research/evaluation funded by BJS grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research/evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include where an investigator would be in a position to evaluate a spouse’s work product (actual conflict), or where an investigator would be in a position to evaluate the work of a former colleague (apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research/evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the appendix dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion.

Where potential personal or organizational conflicts of interest exist, in the appendix, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, explain, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity/integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity, and the adequacy of the applicant's existing or proposed remedies to control any such factors.

7. Other Standard Forms

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

- a. [Standard Assurances](#)*
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)*
Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
- c. [Accounting System and Financial Capability Questionnaire](#)
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, must download, complete, and submit this form.

*These OJP Standard Assurances and Certifications are forms that applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

Selection Criteria

All applications must be responsive to this solicitation. Applicants are strongly encouraged to review the evaluation criteria BJS will use in making funding decisions before deciding whether to submit an application for this solicitation. Applicants should understand that applications should respond to priorities identified and that full funding may not be possible for all proposed activities. **For FY 2013 FJSP award, completeness of the application in terms of all required information will be a key consideration for BJS.** Awards will also be based on the following review criteria:

(1) Statement of the Problem (20%)

- The program narrative describes each proposed task in accordance with the priority program goals, as outlined on pages 7–8. The applications addresses how proposed activities directly relate to the maintenance and improvement of the FJSP

(2) Project/Program Design and Implementation (40%)

- The proposed work plan addresses each task outlined in the solicitation
- The proposed work plan for each task is technically feasible and the specific implementation plan is likely to achieve the intended deliverables
- The proposed time/task plan is cost-effective and provides sufficient resources to complete each task.

(3) Capabilities and Competencies (25%)

- Applicant has broad knowledge of the federal criminal justice system as evidenced by publications and reports prepared using federal justice data and past work with federal justice agencies
- Applicant has capacity to process SAFs that are accurate, are documented, and meet confidentiality requirements
- Applicant has ability to support customers seeking assistance in analyzing the federal data (including BJS staff)
- Applicant has experience working with data with personal identifiers, and a track record of adhering to all applicable regulations regarding privacy (28 CFR part 22 and 49 U.S.C. 3789(g))
- Applicant has experience with and knowledge of linking data using record blocking techniques and probabilistic matching
- Applicant has expertise in designing interactive web interfaces using Java and Javascript, and establishing web-accessible databases using Cold Fusion and Oracle.
- Applicant has past performance in implementing cost-efficient approaches to programming and project management that contain or reduce costs and that improve data quality
- Applicant has successfully performed on past BJS, OJP, or other federal and state grants and contracts

(4) Plan for Receiving and Standardizing the Data Required for this Solicitation's Performance Measures (5%)

(5) Budget: complete; cost effective; and allowable (e.g., reasonable, allocable, and necessary for project activities) (10%)

- Applicant provides 3 annual budgets and one summary 3-year budget. Applicant provides an annual staff loading chart, by task, showing the role and number of hours committed by proposed staff. Budget narrative demonstrates how applicants will maximize cost effectiveness of grant expenditures. Budget narratives demonstrate cost effectiveness in relation to potential alternatives and the goals of the project. Generally speaking, a reasonable cost is one that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

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. The Bureau of Justice Statistics may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. 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, reviews 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 Bureau of Justice Statistics, who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Special Conditions Applied to Awards Under this Solicitation

The award of federal funds under this BJS solicitation will be through a Cooperative Agreement. In accordance with the Federal Grant and Cooperative Agreement Act of 1977 (31 U.S.C. § 6305), if the purpose of the funded activity is to support a public purpose rather than for direct benefit or use by the federal government, a grant or a cooperative agreement can be

used to administer the funds. A cooperative agreement is distinguished from a grant by the level of federal participation or involvement in carrying out project activities. Specifically, Title 31, section 6305 of the U.S. Code states, "An executive agency shall use a cooperative agreement as the legal instrument reflecting a relationship between the United States Government and . . . other recipient when . . . substantial involvement is expected between the executive agency and the . . . recipient when carrying out the activity contemplated in the agreement."

For the purpose of this solicitation, "substantial involvement" by BJS means that BJS will provide substantial guidance, input, and approval of the approach through which deliverables are accomplished. It also means that throughout the performance period, BJS will specify project deliverables that the award recipient agrees to by accepting the award. The award document will incorporate several special conditions that ensure the specific parameters of this cooperative relationship are met. The goals of the substantial involvement of BJS are to (1) ensure that final deliverables are of acceptable quality as to justify the use of federal funds, (2) accurately represent the project's findings, and (3) ensure that all federal regulations governing the collection and dissemination of statistical information are met.

All tasks carried out through the use of project funds will be assessed by BJS, as needed, to ensure that they meet federal regulations concerning confidentiality, personal identifying information, human research subjects, and the release of proprietary information, as well as to ensure that they meet general data quality standards for substance and presentation. As part of the assessment, BJS will continuously monitor the project to ensure that all activities performed under project tasks contribute to developing previously agreed upon deliverables within the award's budget. BJS reserves the right to stop funding the project and to restrict the release of the information or findings should regulations or standards not be met. However, BJS will not impede the completion of deliverables within the project period unless project tasks or deliverables fail to meet general data quality standards or federal regulations as described above.

All methodological, statistical, procedural, and technological work conducted by the award recipient using award funds will remain the property of BJS until BJS determines that the information can be made publicly available. Therefore, BJS must approve any release of this proprietary information by the award recipient. BJS retains the right to the first release of all work funded by the project. This includes specific knowledge related to the project that was developed through the course of generating the deliverables, which the award recipient was funded to produce.

Any additional work using project funds, including attendance or presentations at conferences and the publication of journal articles or other materials, that constitutes a change in the scope of the project requires BJS approval in the same way that any other changes to the performance period, key project staff, or budget require prior approval and a Grant Adjustment Notification. Since the information and materials generated through the project constitute proprietary information, any release of this information using outside funding sources without sufficient justification and specific approval by BJS would jeopardize the relationship between BJS and the award recipient and potentially result in an inability to work together to accomplish remaining project goals. BJS is generally supportive of public dissemination efforts to the extent that BJS has prior knowledge and approval of the release of information by the award recipient and is able to ensure that this release contributes to the success of the project or enhances public

knowledge regarding the topic without violating confidentiality restrictions or other federal regulations.

Among others, the following Special Conditions will be attached to an award under this solicitation:

1. **Exclusive Rights to Data:** BJS retains all rights to exclusive use of the data until BJS releases the public use dataset, which will be available to the public via the Internet and at the National Criminal Justice Data Archives at the University of Michigan. The recipient will not release or disclose any data collected through this cooperative agreement without prior written approval of BJS or until the dataset has been released to the public. This includes, but is not limited to, presentations at professional conferences and meetings, press releases, and/or grant applications. Unauthorized release of the data by the recipient or its associates may result in the immediate commencement of termination or suspension proceedings in accordance with 28 CFR Part 18.
2. **Exclusive Rights to Methodological Information:** Within certain limitations, BJS may grant the recipient exclusive use of any methodological findings derived from the project funded through this cooperative agreement. Only with prior written approval by BJS, may the recipient publicly disclose methodological information or experiential findings derived from the project prior to the public release of the dataset. Any such disclosures must be public in nature and contribute meaningfully to the development and/or advancement of social science research. Subject to the prior written approval of BJS, allowable public disclosure may include, but are not limited to, presentations at professional conferences and meetings, articles appearing in widely distributed publications, Internet postings, or similar outlets that constitute a broad public release of the methodological information. Unauthorized release of the methodological information by the recipient or its associates may result in the immediate commencement of termination or suspension proceedings in accordance with 28 CFR Part 18.
3. **Prior Approval of Products/Publications:** All materials and reports drafted or produced using funds under this award will be provided to BJS for its review and approval prior to initial publication.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP 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.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- 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 of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Subgrantees

How to Apply

Applicants must submit applications through Grants.gov. Applicants must first register with Grants.gov in order to submit an application through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 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 several weeks for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Note: BJS encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for email updates will be notified.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** 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 a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating 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. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1–2 business days.
2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a pre-requisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum—

- Create a SAM account
- Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at www.sam.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 in to Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** 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 16.813, titled "Continuation of the Federal Justice Statistics Program" and the funding opportunity number is BJS-2013-3649.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **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 message will state whether the application has been received and validated, or rejected due to errors, with an explanation. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** of the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Note: Grants.gov only permits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period. 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."

Note: Duplicate Applications

If an applicant submits multiple versions of an application, BJS will review the most recent version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJS contact identified in the Contact Information section on cover page **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJS does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to

validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If the technical issues reported cannot be validated, OJP will reject the application as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to register in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its website, (3) failure to follow each instruction in the OJP solicitation, and (4) technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at www.ojp.usdoj.gov/funding/solicitations.htm.

Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Feedback may be provided to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

FY 2013 Continuation of the Federal Justice Statistics Program

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

Eligibility Requirements: Eligible applicants are limited to for-profit (commercial) organizations, nonprofit organizations (including tribal nonprofit or for-profit organizations), faith based and community organizations, institutions of higher learning (including tribal institutions of higher education. For-profit organizations must agree to forgo any profit or management fee).

_____ The federal amount requested is within the allowable limit(s) of \$3 million.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 14)
- _____ Program Narrative (see page 14)
- _____ Double-spaced
 - _____ 12-point standard font
 - _____ 1" standard margins
 - _____ Narrative is 30 pages or less

- _____ Budget Detail Worksheet (see page 14)
- _____ Budget Narrative (see page 14)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 25)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 15)
- _____ Tribal Authorizing Resolution (if applicable) (see page 15)
- _____ Additional Attachments (see page 16)
 - _____ Key staff information
 - _____ Privacy Certification
 - _____ Human Subjects Protection Certification of Compliance
 - _____ Disclosure of pending applications (see page 16)
 - _____ Research and Evaluation Independence and Integrity (see page 17)

- _____ Special Conditions Applied to Awards Under this Solicitation (see page 20)

- _____ Other Standard Forms as applicable (see page 18), including:
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)