



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is seeking applications to administer the 2014 Census of Publicly Funded Forensic Crime Laboratories. As the principal statistical agency of the U.S. Department of Justice, BJS is responsible for the collection, analysis, publication, and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This data collection program furthers the Department's mission by working in partnership with the justice community to identify the most pressing challenges confronting the justice system and to provide information in support of innovative strategies and approaches for dealing with these challenges.

2014 Census of Publicly Funded Forensic Crime Laboratories

Eligibility

Eligible applicants are national, regional, state, or local public and private entities, including for-profit (commercial) and nonprofit organizations (including tribal nonprofit or for-profit organizations), faith-based and community organizations, institutions of higher education (including tribal institutions of higher education), federally recognized Indian tribal governments as determined by the Secretary of the Interior, and units of local government that support initiatives to improve the functioning of the criminal justice system. 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 26.) All applications are due by 11:59 p.m. eastern time on Monday, July 8, 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 Matthew Durose, BJS Statistician, by telephone at 202-307-0765 or by e-mail at askbis@usdoj.gov . Include "CPFFCL14" in the subject line.

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2014 Census of Publicly Funded Forensic Crime Laboratories (CFDA #16.734)

Overview

The Bureau of Justice Statistics (BJS) seeks to establish a cooperative agreement with a collection agent to field the 2014 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL14). The key activities covered under this award include updating the national census roster of publicly funded crime labs, developing the data collection instrument (i.e., questionnaire), collecting and verifying the data submitted by labs, and delivering to BJS a final data file. BJS will provide the recipient of funds with a draft of the questionnaire and a preliminary census roster of approximately 460 labs at the beginning of the project. During the first quarter of 2015, the recipient of funds will begin collecting data on the workload and operations of federal, state, county, and municipal crime labs in 2014, including budgets, staffing levels, types of analyses performed, backlogs for forensic services, and accreditations.

BJS anticipates making one award for a 24-month period under this solicitation, with an award date on or after October 1, 2013. BJS is authorized to issue this solicitation under the Omnibus Crime Control and Safe Streets Act of 1968, Section 302.

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, 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 eastern time on Monday, July 8, 2013. See "How to Apply" on page 26 for details.

Eligibility

Refer to the title page for eligibility under this program.

Project-Specific Information

Background

Publicly funded forensic crime laboratories are a critical component of the criminal justice system in the United States. Each year, forensic scientists analyze millions of pieces of evidence in these facilities in support of criminal investigations and the administration of justice.

In 1998, BJS began surveying publicly funded forensic crime labs, focusing on the ones that analyzed deoxyribonucleic acid (DNA). The National Study of DNA Laboratories was repeated

in 2001. As the need for statistics about other forensic science disciplines grew, BJS expanded the data collection to include all public crime labs, not just those performing DNA testing.

The BJS Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) is a recurring statistical series that provides a comprehensive understanding of the services provided by crime labs and the resources committed to completing their work. The CPFFCL is a key source of national-level statistics on the policies and practices of publicly operated labs. It has been instrumental in identifying resource needs and informing federal and state legislation. The census is directed to labs that are solely funded by government, that analyze physical evidence collected in criminal matters, and that provide court testimony regarding the evidence. Their participation in the census is voluntary.

The first CPFFCL was fielded in 2003 to capture data on staffing levels, budgets, workloads, backlogs, and quality assurances within the 351 publicly funded crime labs serving federal, state, county, and municipal jurisdictions in 2002. A follow-up census was conducted 3 years later to examine changes since 2002. In 2010, BJS fielded a third census to collect information on the 411 publicly funded crime labs operating in 2009 and to examine changes since the previous censuses. Ninety-seven percent of the 411 agencies responded to the CPFFCL09.

The most recent study found that over four million requests for forensic services were sent to federal, state, and local crime labs in 2009, including DNA analysis, controlled substance identification, and toxicology. Other findings from the 2009 census of crime labs included—

- Publicly funded crime labs provided an average of five different forensic functions in 2009.
- At the end of 2009, the nation's crime labs had an estimated backlog of 1.2 million requests for forensic services, which was relatively unchanged from the backlog at yearend 2008.
- Between 2002 and 2009, the percentage of publicly funded crime labs that were accredited by a professional forensic science organization increased from 71% to 83%. Most of these labs received accreditation through the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB).
- Publicly funded crime labs employed an estimated 13,100 full-time personnel in 2009—an increase from about 11,000 in 2002.
- The estimated budget for all publicly funded crime labs in 2009 was about \$1.6 billion, compared to the \$1.0 billion budget for labs in 2002.

Applicants are encouraged to review the previous BJS studies on forensic crime labs. The statistical reports are available on the BJS website at www.bjs.gov.

- *Survey of DNA Crime Laboratories, 1998*, NCJ 179104, February 2000
- *Survey of DNA Crime Laboratories, 2001*, NCJ 191191, January 2002
- *50 Largest Crime Labs, 2002*, NCJ 205988, September 2004
- *Census of Publicly Funded Forensic Crime Laboratories, 2002*, NCJ 207205, February 2005
- *Medical Examiners and Coroners' Offices, 2004*, NCJ 216756, June 2007
- *Census of Publicly Funded Forensic Crime Laboratories, 2005*, NCJ 222181, July 2008
- *Census of Publicly Funded Forensic Crime Laboratories, 2009*, NCJ 238252, August 2012

Goals and Objectives

The goal of the fourth CPFFCL is to provide a comprehensive snapshot of the current forensic science services, resources, and practices within the nation's publicly funded crime labs and to document changes over time. To make the results nationally representative, BJS expects the data collection to obtain complete and accurate information from every publicly funded crime lab in the census. This important effort will help to inform policymakers, practitioners, and the general public about current issues affecting crime labs and the forensic science field. The information will be useful for federal, state, and local governments to assess the areas in which additional resources may be necessary to address forensic backlogs.

The primary objectives of the CPFFCL14 are to (1) produce a complete census roster of agencies operating in 2014 that meet the project definition of a publicly funded forensic crime lab, (2) develop and test the data collection instrument, (3) field the 2014 census in 2015, (4) conduct extensive follow-up contacts with labs to improve unit and item nonresponse, (5) process and verify the data, and (6) generate a final data file and supporting documentation.

Scope of Work

Since its inception, the CPFFCL (conducted in 2002, 2005, and 2009) has been administered to all publicly funded forensic crime labs, defined as—

- 1) a laboratory either solely funded by government or whose parent organization is a government agency
- 2) one that employs one or more full-time scientists who possess a minimum of a bachelor's degree in a natural science (e.g., chemistry, physics, or biology), analyzes physical evidence in criminal matters, and provides reports and testimony to courts of law on such evidence.

BJS will expand the scope of the 2014 CPFFCL to capture more information about an emerging forensic science discipline known as digital and multimedia evidence. Digital and multimedia forensic evidence is stored or transmitted in binary form, including audio, video, and graphical images from computers, cell phones, cameras, and other electronic devices. Some crime labs only handle this type of evidence and employ forensic experts with training in computer science or information technology as opposed to natural sciences such as biology or chemistry. The traditional project definition of a crime lab limits the information collected about digital and multimedia forensic evidence. About 1 in 5 labs that met the eligibility criteria for the 2009 CPFFCL reported analyzing digital or multimedia evidence that year. These labs were eligible because they were part of a multi-disciplinary laboratory that also included natural science disciplines, such as forensic biology or chemistry. To capture more comprehensive information about digital evidence labs, BJS plans to enhance the CPFFCL14 data collection to include all federal, state, and local crime labs that used scientific methods to analyze digital or multimedia evidence in support of criminal investigations or prosecutions during 2014, regardless of whether they employed a natural scientist. Police identification units—although sometimes responsible for fingerprint analysis—and privately operated facilities are outside the scope of the CPFFCL14.

The CPFFCL14 will begin in 2013 with the project development phase. In cooperation with BJS, the recipient of funds will design and test the data collection instrument (i.e., questionnaire). Following an information collection request to the Office of Management and Budget (OMB) in 2014, the data collection will begin during the first quarter of 2015 and will collect information about the operations and workload of publicly funded crime labs in 2014. The recipient of funds will be required to deliver the final data file, codebook, and supporting documentation to BJS within 7 months of starting the data collection.

Specifically, BJS expects the recipient of funds to—

- 1) Meet with BJS within a month after receiving the award to discuss the project tasks, deliverables, and timeline. During the kick-off meeting, BJS and the project staff will also review a draft of the CPFFCL14 questionnaire and discuss methods to minimize the reporting burden on respondents, achieve high response rates, and ensure timely results. BJS will provide the recipient of funds with a preliminary version of the questionnaire 2 weeks before the kick-off meeting.
- 2) Develop a detailed plan for completing the project within 24 months or less. The plan should include a timeline for completing each of the project activities. BJS expects to receive the plan 2 weeks after the kick-off meeting. BJS will provide the recipient of funds with comments on the plan within 2 weeks of receiving it. After BJS and the recipient of funds have agreed to the plan, all work must be completed as scheduled. Applicants should assume the project will start no earlier than October 1, 2013, and end by September 30, 2015.
- 3) Develop a plan to encourage support and enhance the level of interest in the CPFFCL14 project among publicly funded forensic crime labs, key stakeholders, and professional organizations in the forensic science community. Documentation of interest among these professionals will be included the information collection request to OMB as supporting evidence for the necessity of conducting this data collection. The plan should include methods to achieve a 95% or better response rate among federal, state, and local crime labs and a 100% item response rate.
- 4) Develop a census population frame (i.e., roster) of all state, county, municipal, and federal agencies operating in the United States during 2014 that meet the CPFFCL14 project definition of a publicly funded forensic crime lab. BJS will provide the recipient of funds with the census population frame and a complete listing of the contact information used to field the CPFFCL09 as a starting point for creating a contact list of eligible labs for the CPFFCL14 project. A total of 411 labs operating in 2009 met the eligibility criteria for the most recent CPFFCL. BJS will also provide a separate preliminary list of labs that only analyze digital or multimedia evidence—which includes the names of about 50 federal agencies serving the entire country or regional areas—as a starting point for producing a complete enumeration of all federal, state, and local digital evidence labs that are solely funded by the government or whose parent organization is a government agency. The recipient of funds should use a variety of information sources (e.g., mail-outs, public databases, and membership lists of professional associations) to identify additional federal, state, and local labs that are within the scope of the CPFFCL14 and labs that consolidated with other labs or no longer exist. The recipient of funds will also gather information on the points of contact (including names, mailing addresses, phone numbers, and email addresses) for each agency in the CPFFCL14. The recipient of funds will deliver a

complete and accurate list of eligible labs with up-to-date contact information to BJS by April 30, 2014. Adjustments to the CPFFCL14 roster and contact list may be necessary before and during the data collection in 2015 as new information is obtained about eligible labs operating in 2014. The recipient of funds will provide BJS with written documentation describing the methods used to create the final CPFFCL14 roster and contact list.

5) Develop a questionnaire for the CPFFCL14 that will collect information on the workload and operations of publicly funded crime labs in 2014. BJS will provide the recipient of funds with a draft of the CPFFCL14 questionnaire (including help text and a glossary of terms for respondents) prior to the kick-off meeting. These materials will be primarily based on the questionnaire used for the CPFFCL09 data collection. In preparing proposals for this solicitation, applicants are encouraged to review the CPFFCL09 questionnaire at www.bjs.gov. To reduce the burden on respondents and ensure the timeliness of the results, BJS plans to eliminate several survey items from the CPFFCL09 questionnaire that did not yield useful information or were considered less critical data elements. During the project development phase, the recipient of funds should plan to meet with BJS and experts in the forensic science field to ensure that the questionnaire will collect reliable and useful information and to identify emerging forensic science issues that the CPFFCL14 might address. The questionnaire will include (but will not be limited to) the following items on the workload and operations of crime labs in 2014:

- types of forensic functions performed
- annual operating budget
- total number of employees
- number of forensic requests received and completed during the year
- backlog at the start and end of the year
- types of proficiency tests performed
- types of professional accreditations.

6) Conduct a pretest test of the CPFFCL14 questionnaire during the first quarter of 2014 among nine publicly funded forensic crime labs to assure that the questions are perceived by respondents as intended and can be completed in a timely manner. Since this task will occur in 2014, the pretest version of the questionnaire will need to be modified to ask labs about their workload and operations in 2013. The pretest sites should represent labs of different sizes and government affiliations. Two or three digital evidence labs should be included in the pretest to ensure the questions and response categories are appropriate for this specialized discipline. The recipient of funds will provide BJS with a detailed report that summarizes the results of the pretest (including the amount of time needed by each lab to complete the questionnaire and any difficulties they had with the questions) and recommendations for improving the data collection. The recipient of funds will also provide BJS with a revised copy of the questionnaire, help text, and glossary of terms that incorporates improvements based on the pretest before April 30, 2014.

7) Develop a multi-mode data collection effort with a web-based system as the primary method for submitting responses to the CPFFCL14 questionnaire. Access to the website that hosts the data collection system should require the entry of an agency-specific username and password. The automated collection system should provide respondents a secure and user-friendly option for submitting data. Labs should be encouraged to submit their data via the web-based system. To accommodate labs that do not wish to submit their data electronically, the recipient of funds should provide other options for completing the questionnaire (e.g., mail, fax, or telephone). The

recipient of funds will be expected to deliver to BJS a fully functional and tested data collection system for the CPFFCL14 project by May 31, 2014.

8) Implement and maintain an automated system that BJS and the recipient of funds will use to view the lab responses to individual questions and track the progress of the data collection at the respondent or census level. Data captured by the tracking system should include dates of questionnaire submissions, modes of submissions, and logs of the correspondences with labs (e.g., telephone calls or emails to assist them in completing the questionnaire or encourage their participation). The tracking system should also be capable of generating summary reports on the status of the data collection, including response rates. It should provide real-time information and be accessible to BJS at all times. A data file containing the lab-level information captured by the tracking system will be provided to BJS at the end of the project.

9) Assist BJS in obtaining clearance from the Office of Management and Budget (OMB) to conduct the CPFFCL14. The Paperwork Reduction Act of 1980 requires federal agencies to seek public comment on proposed data collections and submit proposed collections to OMB for review and approval. These guidelines are designed to maximize the utility and quality of data collected by federal agencies. BJS will provide OMB with an information collection request (ICR) package that will include a hard copy of the questionnaire, access to the web-based data collection system, and a detailed supporting statement to justify the need for the data collection. The recipient of funds will be expected to assist BJS in preparing the materials for the ICR and responding to follow-up questions from OMB. More information on the ICR process is available at www.whitehouse.gov/sites/default/files/omb/assets/inforeg/PRAPrimer_04072010.pdf. BJS plans to submit the ICR package to OMB by June 15, 2014. After OMB receives the package, the public comment period and the approval process is expected to take about 6 months to complete. OMB approval will be obtained in time for the CPFFCL14 data collection to be fielded in early 2015.

10) Administer the CPFFCL14 questionnaire to all eligible labs and conduct extensive follow-up operations to provide assistance, clarification, or encouragement in completing the questionnaire. The data collection is expected to begin by February 1, 2015. The recipient of funds will prepare and send an introduction letter in advance of the questionnaire to notify labs about the upcoming census, describe the purpose of the data collection, and verify the contact information for each agency. The recipient of funds must verify the data received from the respondents for completeness and accuracy. Follow-up communications should be made to nonrespondents and labs that submitted incomplete questionnaires, which may involve mailing additional copies of the questionnaire or multiple follow-up emails or phone calls. The recipient of funds will provide BJS with preliminary versions of the data file during the data collection. Interim data files will be delivered to BJS when response rates reach 50% and 80%.

11) Deliver a final version of the data file with a 95% or higher response rate, a comprehensive codebook, and supporting documentation to BJS no later than 7 months after the initiation of data collection. The recipient of funds will develop imputation procedures to address any missing data at the agency and item level. The codebook provided to BJS must include information about the data variables, coding values, and recodes implemented during the data collection and cleaning process. The supporting documentation must also include a written summary of the methods to collect, process, and verify the data along with copies of the data programming code used to generate the final data file. Imputed records must be flagged in the

data file, and any imputation methods or nonresponse adjustments must be fully documented in the codebook. All data files delivered to BJS must be consistent with the specifications BJS has developed for submitting data to the National Archive of Criminal Justice Data (NACJD) for archiving. Based on the review of the data file and other materials submitted to the NACJD, the recipient of funds may need to provide additional data or documentation.

The data collected from the CPFFCL14 project will be reported in at least one BJS publication. BJS retains all rights to exclusive use of the data until it releases the data file to the public via the NACJD. The recipient of funds will not release or disclose any data collected through this cooperative agreement without the prior written approval of BJS. This includes, but is not limited to, presentations at professional conferences and meetings, press releases, or grant applications. Unauthorized release of the data by the recipient of funds or its associates may result in the immediate commencement of termination or suspension proceedings in accordance with 28 CFR Part 18. The recipient of funds will retain project records for 3 years and then destroy all data collected by the effort. Once the data are released to the public, the recipient of funds will have the same access to the data generated by this project as any other researcher.

12) Facilitate bi-weekly conference calls with BJS to review the status of project activities and to identify issues for BJS to address. In-person meetings will take place as needed at a mutually acceptable location. The recipient of funds will submit the required financial and progress reports through the Grants Management System (GMS) in accordance with the OJP Financial Guide.

Amount and Length of Awards

BJS anticipates that it will make one award of up to \$400,000 for a 24-month project period.

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

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 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 Web site 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
1) Develop a multi-mode data collection effort for the 2014 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL14).	<p>Provide a survey design and data collection plan which will enable BJS to effectively obtain complete and reliable information on the nation's publicly funded forensic crime labs.</p> <p>Develop a web-based reporting system that meets BJS's standards for effectiveness and efficiency.</p>	<p>Demonstrate that the data collection plan and survey design include (1) a robust instrument capable of obtaining essential data elements; (2) methods to encourage interest and support from the forensic science community; (3) techniques for obtaining high response rates among federal, state, county, and municipal crime labs; and (4) a methodology to address item and agency nonresponse.</p>
2) Conduct a comprehensive data collection of all publicly funded forensic crime laboratories in the CPFFCL14 and collect information pertaining to the workload and operations of these labs.	<p>Percentage of eligible crime labs participating in the census.</p> <p>Percentage of respondents using the web-based reporting system.</p> <p>Percentage of deliverables (including</p>	<p>Administration of the CPFFCL14 data collection instrument to all eligible labs.</p> <p>Data validation checks that include following up with respondents in a timely manner.</p> <p>Delivery of preliminary data files to BJS when the overall response rate</p>

	<p>data collection files and supporting documentation) completed on time.</p> <p>Percentage of deliverables that meet BJS's expectations for depth, breadth, scope, quality of study, and pertinence.</p>	<p>reaches 50% and 80%.</p> <p>Delivery of a fully documented final data file in accordance with BJS specifications and quality standards for reliability and validity within 24 months of the project start date. Demonstrate the viability of the questionnaire and data collection protocols to obtain quality data as indicated by factors such as minimal number of missing or inconsistent data in data file, minimal post-validation follow up, and at least a 95% agency response rate.</p> <p>Provide a systematic count of—</p> <ul style="list-style-type: none"> • the final number of publicly funded crime labs identified as eligible to participate in the census • the number of publicly funded crime labs that submitted a completed questionnaire • the methods used by respondents to submit data (e.g., internet, fax, or mail) • the number of deliverables (including data files and supporting documentation) submitted on schedule.
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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 14 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 at (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 nor receive further consideration. Under this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative, and resumes/curriculum vitae of key personnel. 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.

Applicants should submit the following:

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. **Abstract**

Applications should include a high-quality Project Abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

- written for a general public audience.
- submitted as a separate attachment with <Project Abstract> as part of its file name.
- single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

Permission to Share Project Abstract with the Public: It is unlikely that BJS will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a webpage available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. **Program Narrative**

The program narrative may not exceed 30 double-spaced pages using 12-point font with 1-inch margins and **MUST** contain the six 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 on page 20 for more detail on the content of these components of the application.

- a. Statement of the research problem(s) to be addressed
- b. Project goals and objectives
- c. Project design and research methodology/project implementation
- d. Deliverables, along with their proposed time frames, and a schedule of proposed travel to BJS if the work is to be done primarily off site
- e. Capabilities and Competencies
- f. Plan for collecting the data required for this solicitation’s performance measures and for assessing the impact of the project.

BJS does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJS will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

4. **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.

5. 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.

6. 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.

7. Additional Attachments

a. Key Staff Information

Staff information should include a 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 information identifiable to a private person which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable data. A model certificate is located at 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 be used to determine that the research project meets the federal requirements for human subjects protections set forth in 28 CFR Part 46. A model certificate, describing the necessary information to be provided by the funding recipient, can be accessed at 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 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 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 and 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, 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 and integrity of the proposed staff 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.

8. 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 which applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

Selection Criteria

1. Statement of the Problem (15%)

The application should demonstrate that the applicant understands the goals and objectives of the project, including the value of the data collection to the criminal justice field. The

applicant should demonstrate an understanding of the work performed by forensic crime laboratories, the content of the most recent CPFFCL, and the challenges associated with conducting a national census of publicly funded crime labs. The applicant should propose methods for overcoming challenges in an efficient and timely manner.

2. Project Design and Implementation (40%)

The application should describe how the applicant will completely address all tasks outlined in the Scope of Work and scheduled timeline.

The applicant should—

- a. Detail how it will support BJS in developing the OMB information collection request (ICR) package.
- b. Detail how the census roster and points of contact with publicly funded crime labs will be established. Applicants should articulate innovative methods to develop the census population frame, including how eligible agencies will be identified, contacted, and provided technical assistance as needed to ease respondent burden and reduce collection time. Attention should be paid to how eligible digital evidence labs will be identified and contacted for the CPFFCL14.
- c. Detail how agencies will be screened and verified as eligible for inclusion prior to fielding the CPFFCL14.
- d. Propose methods for garnering support of publicly funded crime labs, key stakeholders, and professional organizations in the forensic science field.
- e. Detail how it will develop the content for the CPFFCL14 questionnaire, including the use of those knowledgeable about the field of forensics and the activities or concerns of publicly funded crime labs.
- f. Detail the procedures it will use to ensure the highest possible response rate by publicly funded crime labs.

3. Capabilities and Competencies (30%)

The application should describe the applicant's ability to successfully complete the prescribed tasks. This may be done by describing the benefits of the proposed design/work plan, past work, or by the relevant skills and experience of proposed project staff. This section should identify proposed key personnel and their qualifications for the significant functions in this project, along with concise descriptions of the duties each will perform under the cooperative agreement, and identification by name of all key personnel with decision-making authority (curriculum vitae or resumes of key staff should be included in an appendix to the proposal).

The applicant should—

- a. Demonstrate the ability to collect administrative data from a large number of criminal justice agencies.
- b. Demonstrate knowledge of applied survey research and social science research methods, with an emphasis on instrument design, data collection, data coding and cleaning, data verification, and response rates.
- c. Demonstrate the ability to provide an adequate computing environment that allows for a mixed mode of data submission, provides data security, and includes the hardware and software for processing data files.
- d. Demonstrate knowledge of standard science data processing software and the ability to produce data files for analysis and report production in formats readable by a variety of statistical software packages, such as SAS and SPSS.
- e. Demonstrate the ability to provide up-to-date tracking of the data collection and regular reporting of progress.
- f. Demonstrate the ability to identify and communicate potential problems needing to be addressed and problem-solving techniques.

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

The applicant should indicate an understanding of the Performance Measures required for this grant and confirm that the necessary measures will be provided.

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

The budget should clearly identify how and on what tasks the funds will be expended. The application should include a time or task plan that identifies dates for key milestones and a staff load chart (by task) showing the role and number of hours committed for proposed staff. Key project staff should dedicate a substantial portion of their time to the completion of this project.

The applicant should—

- a. Demonstrate the reasonableness of the proposed budget, including the fiscal, management, staff, and organizational capacity to provide sound management for this project, and the degree to which the budget demonstrates that services and products provided by the grantee are of high quality and reasonable cost.
- b. Demonstrate fiscal management on past projects of a similar scale.
- c. Indicate methods of conserving costs while maximizing the use of existing resources.

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 which operationalize the specific parameters of this

cooperative relationship. 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 that the award recipient was funded to produce.

Any additional work using project funds (such as attending or presenting at conferences and publishing 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 would require prior approval and a Grant Adjustment Notification. Because the information and materials generated through the project are proprietary, 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, potentially resulting 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 of 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 shall 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, 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. However, 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 disclosures 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

Note: Grants.gov limits the use of specific characters in names of attachment files. Valid file names may include only 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.”

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 into 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 16.734, titled "Special Domestic Assistance and Statistical Studies," and the funding opportunity number is BJS-2013-3660.
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: 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 website 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 the application review or 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 the applicant has specific questions on any program or technical aspect of the solicitation, the applicant must directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that the applicant can directly reach an individual who can address 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

2014 Census of Publicly Funded Forensic Crime Laboratories

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

Eligibility Requirement: Eligible applicants are national, regional, state, or local public and private entities, including for-profit (commercial) and nonprofit organizations (including tribal nonprofit or for-profit organizations), faith-based and community organizations, institutions of higher education (including tribal institutions of higher education), federally recognized Indian tribal governments as determined by the Secretary of the Interior, and units of local government that support initiatives to improve the functioning of the criminal justice system. For-profit organizations must agree to forgo any profit or management fee.

_____ The federal amount requested is within the allowable limit(s) of \$400,000.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 15)
- _____ Abstract (see page 15)
- _____ Program Narrative (see page 15)
 - _____ Double-spaced
 - _____ 12-point standard font
 - _____ 1" standard margins
 - _____ Narrative is 30 pages or less

- _____ Budget Detail Worksheet (see page 16)
- _____ Budget Narrative (see page 16)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 28)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 17)
- _____ Tribal Authorizing Resolution (if applicable) (see page 17)
- _____ Additional Attachments (see page 18)
 - _____ Key staff information
 - _____ Privacy Certification
 - _____ Human Subjects protection certification of Compliance
 - _____ Disclosure of Pending Applications
 - _____ Research and Evaluation Independence and Integrity

- _____ Special Conditions Applied to Awards Under this Solicitation (see page 23)

- _____ Other Standard Forms as applicable (see page 20), including:
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)