

U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Statistics



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## FY 2021 State Justice Statistics Program for Statistical Analysis Centers (SJS-SAC) Technical Assistance Program

<b>Assistance Listing Number #</b>	16.550
<b>Grants.gov Opportunity Number:</b>	O-BJS-2021-17001
<b>Solicitation Release Date:</b>	May 14, 2021 2:00 PM
<b>Grants.gov Deadline:</b>	June 14, 2021 11:59 PM
<b>Application JustGrants Deadline:</b>	June 28, 2021 11:59 PM

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### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is seeking applications for funding to administer activities under the FY 2021 State Justice Statistics Program for Statistical Analysis Centers (SJS-SAC) Technical Assistance Program. This program furthers the Department's mission by supporting the collection, analysis, and dissemination of statistical information on crime and criminal justice at the state and local level.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Eligible Applicants:

City or township governments, County governments, For profit organizations other than small businesses, Native American tribal governments (Federally recognized), Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, Special district governments, State governments

BJS may elect to fund applications submitted under this FY 2021 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

## Contact Information

For technical assistance with submitting the **SF-424 and SF- LLL** in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](#), or email at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or at 833-872-5175. The JustGrants Service Desk operates 5 a.m. to 9 p.m. EST Monday - Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must email the BJS contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline.

For assistance with any other requirements of this solicitation, contact Stephanie Burroughs, Program Manager, by telephone at 202-307-0765 or by email at AskBJS@usdoj.gov. Include "SJSSACTA21" in the subject line.

### **Submission Information**

In FY 2021, applications will be submitted to DOJ in a **NEW** two-step process.

**Step 1:** Applicants will submit an **SF-424 and an SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

**Step 2:** Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

OJP encourages applicants to review, the "How to Apply" section in the [OJP Grant Application Resource Guide](#).

# Contents

Contact Information	1
Program Description	5
Overview	5
Statutory Authority	5
Specific Information	5
Goals, Objectives, Deliverables, and Timeline	5
Evidence-Based Programs or Practices	8
Information Regarding Potential Evaluation of Programs and Activities	8
Federal Award Information	8
Awards, Amounts and Durations	8
Continuation Funding Intent	8
Availability of Funds	8
Types of Awards	8
Financial Management and System of Internal Controls	8
Budget Information	8
Cost Sharing or Matching Requirement	9
Pre-agreement Costs (also known as Pre-award Costs)	9
Limitation on Use of Award Funds for Employee Compensation: Waiver	9
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	9
Costs Associated with Language Assistance (if applicable)	9
Eligibility Information	9
Application and Submission Information	9
Information to Complete the Application for Federal Assistance (SF-424)	9
Standard Applicant Information (JustGrants 424 and General Agency Information)	9
Proposal Abstract	9
Proposal Narrative	10
Goals, Objectives, Deliverables, and Timeline	10
Budget and Associated Documentation	10
Budget Worksheet and Budget Narrative (Web-based Form)	10
Indirect Cost Rate Agreement (if applicable)	10
Financial Management Questionnaire (including applicant disclosure of high-risk status)	11
Disclosure of Process Related to Executive Compensation	11
Additional Application Components	11
Research and Evaluation Independence and Integrity Statement	11
Human Subjects Protection	11
Privacy Certificate	11
Disclosures and Assurances	11
Disclosure of Lobbying Activities	11
DOJ Certified Standard Assurances	11
Applicant Disclosure of Duplication in Cost Items	11
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	11
Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)	12
How to Apply	12
Submission Dates and Time	12
Application Review Information	12
Review Criteria	12

Review Process	12
Federal Award Administration Information	13
Federal Award Notices	13
Administrative, National Policy, and Other Legal Requirements	13
Information Technology (IT) Security Clauses	13
General Information about Post-Federal Award Reporting Requirements	13
Federal Awarding Agency Contact(s)	13
Other Information	13
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	14
Provide Feedback to OJP	14
Performance Measures	14
Application Checklist	15

# Program Description

## Overview

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

The Bureau of Justice Statistics (BJS) is publishing this notice of the Technical Assistance Program to support activities under the State Justice Statistics Program for Statistical Analysis Centers (SJS-SAC) in FY 2021. The SJS-SAC program is designed to maintain and enhance each state's capacity to coordinate statistical activities in the state, conduct research on relevant criminal justice issues, and serve as a liaison to help BJS gather data from state agencies.

## Statutory Authority

34 U.S.C. §10131

34 U.S.C. §10132

## Specific Information

Through this solicitation, BJS seeks a national technical assistance service provider to support the goals and objectives of the SJS-SAC program. The award recipient will provide direct technical assistance and training to SACs to enhance their statistical, research, and organizational capabilities. The award recipient may either provide the technical assistance or collaborate with an outside expert with relevant experience to perform portions of the work.

To date, all states, the District of Columbia, and U.S. territories with SACs, established by state legislation or executive order, have received funds under the SJS-SAC program. Detailed information about the history of the SJS-SAC program is available at [www.bjs.gov/index.cfm?ty=tp&tid=48](http://www.bjs.gov/index.cfm?ty=tp&tid=48). The SJS-SAC program supports SACs in the following areas:

- collecting, analyzing, and publishing criminal justice data
- analyzing data in support of public policy, especially on the themes identified in the SJS-SAC program announcements
- providing data on program themes for compiling and producing a national report
- maintaining contact with BJS to ensure that information is developed and shared efficiently with BJS, other states, and various users
- informing BJS of the state's needs in regard to statistical data
- providing information and electronic data to the National Archive of Criminal Justice Data or other designated recipients pursuant to BJS's request
- establishing and maintaining contacts with state criminal justice agencies, the courts, victims' organizations, and local governments and their criminal justice agencies
- helping criminal justice agencies define their needs for specific statistical and other information for planning, implementing, and evaluating criminal justice programs
- maintaining and enhancing each state's capacity to address criminal justice issues through the SJS-SAC program which focuses on capacity-building by
  - carrying out research using incident-based crime data that are compatible with the National Incident-Based Reporting System (NIBRS)
  - measuring criminal justice system performance
  - initiating projects that demonstrably increase access to important statistical data in the state, and by
- supporting special emphasis projects of particular interest to BJS, such as
  - using administrative criminal justice data for research, or
  - conducting targeted analyses of the state's criminal history records.

## Goals, Objectives, Deliverables, and Timeline

### Goals

The recipient of funds selected through this solicitation will deliver technical assistance and training to SACs to enhance their statistical, research, and organizational capabilities; provide technical expertise on types of software or hardware to use for various projects; and help SACs write proposals and reports. The recipient of funds must have extensive knowledge of research methodology and statistical analysis techniques and must be familiar with the factors, issues, and

processes involved in crime and the criminal justice system, particularly at the state and local levels. Specifically, the recipient of funds should have demonstrated knowledge and experience in the following areas:

- assisting organizations with building statistical capacity and improving the quality of deliverables produced
- providing technical and editorial assistance to SACs
- developing and maintaining a Mutual Assistance Program for SACs
- maintaining a database of organizational activities, research projects, and publications
- organizing and operating Institutional Review Boards (IRBs)/protection of human subjects
- publishing materials and disseminating information, and
- designing and providing skill-building professional seminars/conferences providing orientation for new SAC directors.

## **Objectives**

### Enhance the Capacity of SACs

SACs are encouraged to participate in the SJS-SAC program in an effort to collect, analyze, and report statistics on crime and justice through programs and policies that affect all levels of government. Many SACs could benefit from greater input and feedback when conceiving projects and preparing quality applications for funding. Upon the release of the yearly SJS-SAC solicitation, each SAC will be required to submit a draft of its proposed application to the recipient of funds for review and consultation prior to submission into JustGrants. The recipient of funds will review each SAC's past and current requests for assistance in developing and implementing a plan to build its capacity in the areas that need improvement. BJS may also identify specific areas where SACs may require assistance. The recipient of funds will be required to provide BJS a detailed summary of the guidance provided to each SAC. SACs must include a statement in their applications that they have consulted and received feedback from the recipient of funds regarding their proposed projects. In addition, the recipient of funds will reach out to SACs that did not apply for the SJS-SAC program or did not receive funding in a prior year to determine the reasons, and to help them develop a plan for applying for the current year's program. The recipient of funds will also reach out to states that do not have an active SAC to assess barriers that may prevent them from participating in the SJS-SAC program, and work with those states to determine whether there is another suitable agency that could serve as the SAC.

### Technical Assistance

SACs may seek support or require technical assistance over the course of a SAC-funded project. The recipient of funds will survey the SACs to determine the kinds of technical assistance needed (e.g., assistance with research or data collection methods, using interagency agreements, or assessing and improving data quality) to ensure the production of high-quality projects and products, and will determine the best modes for delivering assistance. In addition, the recipient of funds will convene conference calls of SACs working on similar themes to share information and identify common technical assistance needs.

### Editorial Review and Assistance

At the end of a project period, SACs that received SJS-SAC program funds are required to submit project deliverables to BJS, such as final reports, evaluations, and website enhancements. The recipient of funds will develop a training and technical assistance process to address weaknesses and areas needing improvement for deliverables submitted, and provide editorial assistance to SACs as needed. The recipient of funds will also develop and actively promote a peer review process that will allow SACs to obtain feedback on draft publications from other SACs and subject matter experts.

### Provide a Mutual Assistance Program

SAC-to-SAC, or mutual assistance, is provided when a SAC has experience or knowledge useful to another SAC. Examples of this include assistance with information system development, data collection, and corrections population forecasting. A Mutual Assistance Program provides travel funds for an expert, often a SAC director, to conduct an on-site visit with the requesting SAC to provide the assistance needed. On-site assistance can be provided in either the requestor's state, provider's state, or in another location agreed on by both parties. The recipient of funds must be able to communicate effectively, maintain a sound working relationship with the SACs, and encourage communication between SACs. In addition, the recipient of funds must have a demonstrated track record of providing effective assistance, guidance, and expertise in the areas of research and crime statistics.

### Operate an Information Database

The recipient of funds will develop and maintain a database of SAC activities, research, and publications, including summaries of SJS-SAC applications by state and theme. SACs will be required to periodically update the information contained in the database and to provide BJS and the service provider with summaries of BJS-funded projects and products.

### Provide Assistance on IRBs/Protection of Human Subjects

The federal government requires any grantee conducting research involving human subjects to have its project reviewed

and approved by an IRB. The recipient of funds must serve as a resource for the SACs on information about federal regulations regarding human subjects and must also serve as a liaison between BJS and the SACs to resolve issues regarding human subjects. In addition, the recipient of funds must help the SACs create their own IRBs and maintain a file of SAC IRB policies as a resource for other SACs and BJS.

#### Publish Materials and Disseminate Information

The recipient of funds will develop and publish a quarterly newsletter to highlight research, evaluation, and statistical studies and reports of relevance to SACs, BJS, and other national organizations and federal agencies. A SAC listserv should be maintained for disseminating information to SACs and allowing communication between SACs. In addition, the recipient of funds will disseminate national and federal newsletters, bulletins, and briefs to the SACs to help keep them informed of pertinent justice issues.

#### Convene Skill-Building Professional Seminars

Webinars, online training, and skill-building professional seminars are tools available to the SACs for training on topics such as statistical analysis, crime analysis, evaluation methods, crime mapping, and prison population forecasting. Suggestions for topics are solicited from SACs, criminal justice researchers, policy analysts, and practitioners. SAC directors, BJS staff, and outside experts serve as instructors for these webinars and at conferences. The recipient of funds must be experienced in planning seminars, contacting presenters, developing agendas, handling site logistics, and conducting follow-up activities.

#### Provide for New SAC Director Orientation

New SAC directors will be contacted by the BJS program manager assigned to their state. Information on BJS resources, including the JustGrants system, will be provided to the new SAC directors. The recipient of funds must have a system in place that provides an orientation for new SAC directors. The recipient of funds also should provide the SAC director with information and tools to help conduct research, analyze data, and produce publications. The recipient of funds must create or have an established web-based clearinghouse where new SAC directors can view activities, programs, and publications provided by other SACs. New SAC directors will be encouraged to provide information on their activities and update it on an ongoing basis.

#### **Deliverables**

Technical assistance and training provided under this program may include?

- direct onsite visits
- telephone and web services
- webinars and online training tools
- data collection and publication of criminal justice-related surveys and materials
- other activities proposed to meet the goals and objectives of this solicitation.

Direct onsite visits. The successful applicant will keep a log of technical assistance requests, including the nature of the request, assistance provided, agenda/notes from each onsite visit, and post-visit assessment of improvements resulting from this assistance. The applicant will provide a summary to BJS on a quarterly basis. An average of four onsite visits should be conducted per quarter with the goal of completing one site visit per active SAC during the lifetime of the award. The successful applicant will also facilitate the exchange of criminal justice information among SACs for research purposes within the state and between states.

Telephone and web services. The successful applicant will have the capacity and resources to provide in-house technical assistance via phone and the internet for responding to information requests about issues related to the collection and analysis of data on justice issues that are relevant to the states and the nation. The applicant will keep a log of all in-house technical assistance requests, including the nature of the request, who requested the assistance, when the assistance was requested and completed, and the total amount of time spent on the request. The applicant will provide a detailed summary of each request to BJS on a quarterly basis.

#### Webinars and online training tools

The successful applicant will have the ability to develop, organize, and implement web-based trainings to be used in an office setting. The applicant will provide BJS with documentation on each webinar or web-based training, including an agenda or course outline, training material, the number of participants completing the training, and participant assessments of the training. Course offerings proposed should include subjects such as automated systems planning, crime analysis, evaluation research methods, statistics methods, prison and jail population forecasting, crime mapping and analysis, and the integration of criminal justice information systems. An average of four web-based trainings should be conducted per year during the lifetime of the award.

Data collection and publication of criminal justice-related surveys and materials. BJS wishes to track efforts and outcomes related to enhancing the capabilities of each SAC. The successful applicant will collaborate with BJS to share research, definitions, data collection methods, survey materials and techniques, and data analysis procedures among the states, and between the states and the federal government. The applicant shall provide an annual assessment of improvements in data availability, quality, and comparability among the SACs. The assessment shall include an assessment of limitation and actions taken to address the limitations completed or ongoing during the year.

Other activities. Applicants may propose other activities or projects for achieving the goals, objectives, and deliverables outlined in this solicitation, and that will assist BJS in its efforts to enhance the capabilities of state SACs.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under Application and Submission Information.

### **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

### **Information Regarding Potential Evaluation of Programs and Activities**

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

## **Federal Award Information**

### **Awards, Amounts and Durations**

#### **Anticipated Number of Awards**

1

#### **Anticipated Maximum Dollar Amount of Awards**

\$600,000.00

#### **Period of Performance Start Date**

10/1/21 12:00 AM

#### **Period of Performance Duration (Months)**

12

#### **Anticipated Total Amount to be Awarded Under Solicitation**

\$600,000.00

### **Continuation Funding Intent**

BJS may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP’s strategic priorities, a recipient’s overall management of the award, and progress of award funded work, when making continuation award decisions. The initial award may be supplemented with funding for 2 additional years for a maximum period of performance of 3 years.

### **Availability of Funds**

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

### **Types of Awards**

BJS expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#).

### **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200. See [OJP Grant Application Resource Guide](#) for additional information.

### **Budget Information**



## Cost Sharing or Matching Requirement

This solicitation does not require a match.

## Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) information on Pre-agreement Costs (also known as Pre-award Costs).

## Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) information on Limitation on Use of Award Funds for Employee Compensation; Waiver.

## Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

## Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

## Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or match requirements, see Federal Award Information.

## Application and Submission Information

The following application elements **MUST** be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding:

- Proposal Abstract,
- Proposal Narrative,
- Budget Worksheet and Budget Narrative (web-based form), and
- Resumes or Curriculum Vitae of Key Personnel.

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or that is nonresponsive to the scope of the solicitation.

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

The SF-424 will be submitted in Grants.gov. The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section F of the SF-424, please include the name and contact information of the individual who will complete application materials in JustGrants. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

**Intergovernmental Review:** This solicitation (“funding opportunity”) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”)

## Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, applicants will need to: add zip codes for areas affected by the project; confirm their Authorized Representative; and verify the organization's legal name and address.

## Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants Web-based form.

## Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 30 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJS may negatively consider such noncompliance in peer review and in final award decisions.

The following sections must be included as part of the proposal narrative:

- a. Description of the Issue OR Statement of the problem if research is involved

*Describe why this project/these proposed activities are necessary (significance/value) and/or address a need and include supporting information.*

- b. Project Design and Implementation

*Describe the strategy to address the needs identified in the Description of the Issue/Statement of the Problem. List the proposed program activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the program objectives and reach the program goal(s). Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when activities or program milestones are to be accomplished.*

- c. Capabilities and Competencies

*Describe the capabilities and competencies to accomplish the goals and objectives of the project.*

- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

*Describe the process for measuring project performance. Identify who will collect the data; who is responsible for performance measurements; and how the information will be used to guide and evaluate the impact of the project. Describe the process to accurately report data.*

Note: applicants are **not** required to submit performance data with the application. Rather, performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables."

Applicants can also visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found in the Performance Measures box near the end of this document.

Award recipients will be required to submit performance measure data in [insert PMT Tool name], and separately submit a [enter frequency (e.g., semi-annual, annual) performance report in JustGrants. Further guidance on the post-award submission process will be provided, if selected for award.

Award recipients will be required to submit relevant performance measure data and performance reports in JustGrants. Further guidance on the post-award submission process will be provided, if selected for award.

### Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance under "Note on Project Evaluations" in the [OJP Grant Application Resource Guide](#).

### Goals, Objectives, Deliverables, and Timeline

Applicants will submit the project's goals, objectives, deliverables, and timelines in the JustGrants Web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

### Budget and Associated Documentation

#### Budget Worksheet and Budget Narrative (Web-based Form)

Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

### Indirect Cost Rate Agreement (if applicable)

Applicants will submit their indirect cost rate agreement by uploading the agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Financial Management Questionnaire (including applicant disclosure of high-risk status)**

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Disclosure of Process Related to Executive Compensation**

If applicable, applicants will submit a description of the process used to determine compensation by uploading the document as an attachment in JustGrants. See the "Application Attachments" section of the [OJP Grant Application Resource Guide](#) for information.

### **Additional Application Components**

Applicants will attach the additional requested documentation in JustGrants.

### **Research and Evaluation Independence and Integrity Statement**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

### **Human Subjects Protection**

BJS requires the funding recipient to submit proper documentation certifying that the research project meets the federal requirements for human subjects protections set forth in 28 CFR Part 46. Applicants should complete the Human Subjects Protection Certification of Compliance form, available at [www.bjs.gov/content/hscr.cfm](http://www.bjs.gov/content/hscr.cfm). Applicants should attach the completed certification form in JustGrants.

### **Privacy Certificate**

**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 information. Applicants must specify in the Privacy Certificate the specific controls used to safeguard directly identifiable information against unauthorized disclosure. All project staff, including information technology personnel, subcontractors, and/or consultants, with access to identifiable data collected in conjunction with the BJS-funded activities are required to sign a Privacy Certificate to affirm their understanding of and agreement to comply with the terms of access and privacy requirements. Award recipients are responsible for maintaining an updated list of individuals with access to identifiable information and for ensuring that new staff who gain access to such information during the project period sign a Privacy Certificate. A model certificate is located at [www.bjs.gov/content/pub/pdf/bjsmpc.pdf](http://www.bjs.gov/content/pub/pdf/bjsmpc.pdf). Applicants should attach the completed Privacy Certificate in JustGrants.

### **Disclosures and Assurances**

Applicants will complete the following disclosures and assurances.

#### **Disclosure of Lobbying Activities**

Applicants will complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **DOJ Certified Standard Assurances**

See the DOJ Certified Standard Assurances in the [OJP Grant Application Resource Guide](#).

#### **Applicant Disclosure of Duplication in Cost Items**

Applicants will complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

### **DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. See [OJP Grant Application Resource Guide](#).

## **Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)**

If applicable, applicants will submit as an attachment in JustGrants See the [OJP Grant Application Resource Guide](#) for additional information. A DOJ High Risk Grantee is a recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

### **How to Apply**

Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov).

For additional information, see the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

### **Submission Dates and Time**

The **SF-424** and the **SF-LLL** will be submitted in Grants.gov by 11:59p.m. on Monday, June 14, 2021. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant 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.

The **full application** will be submitted in JustGrants by 11:59p.m. on Monday, June 28, 2021.

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

## **Application Review Information**

### **Review Criteria**

Applications that meet basic minimum requirements will be evaluated by peer reviewers. Applications will be evaluated on how the proposed project/program addresses the following criteria:

1. Statement of the Problem/Description of the Issue (25%) - evaluate the applicant on the content of the proposal and how it addresses the tasks in the scope of work, goals, objectives, and deliverables required, and the scheduled timeline. The application must demonstrate knowledge and understanding of structure, activities, and capabilities of SACs.
2. Project Design and Implementation (25%) - evaluate the technical feasibility of the proposed project design and reasonableness of the proposal given the scope of work and tasks to be completed, goals and objectives of the program as outlined in the solicitation, the required deliverables, and other products proposed.
3. Capabilities and Competencies (35%) - evaluate how the applicant demonstrates the ability and breadth of experience the organization and its staff has providing technical assistance to agencies and institutions responsible for producing and disseminating research and statistics at the state level. The application must describe the reasonableness of staffing assignments to the proposed project activities.
4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (5%) - evaluate the applicant’s understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project. The application must demonstrate fiscal, management, staff, and organizational capacity to provide sound management for this project.

### **Other Review Criteria/Factors**

Other important considerations for BJS include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to priority areas), available funding, past performance, a detailed description of tasks and the staff that will be responsible for performing those duties, and the extent to which the Budget Worksheet and Budget Narrative (Web-based Form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

### **Review Process**

Applications submitted under this solicitation that meet basic minimum requirements, will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the stated review criteria above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting peer review. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

**Important note on FAPIIS:** An applicant, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may take into account not only peer review ratings and BJS recommendations, but also other factors as indicated in this section.

## Federal Award Administration Information

### Federal Award Notices

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

### Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

### Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

### General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the Program Description section, any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

## Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 1.

## Other Information

## Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

See the [OJP Grant Application Resource Guide](#) for information on Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

## Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

## Performance Measures

Objectives	Performance Measures	Data Recipient Provides
Enhance the capabilities of the states to collect, analyze, and interpret data on criminal justice issues relevant to the states and the nation through training and technical assistance	Percentage of training and technical assistance requests completed	Number of on-site technical assistance requests received and completed, by type, during the reporting period  Number of on-site training requests received and completed, by type, during the reporting period  Number of in-house technical assistance requests received and completed, by type, during the reporting period  Number of in-house training requests received, by type, during the reporting period
	Number of technical assistance contacts received	Number of technical assistance contacts, by telephone and web services, received during the reporting period
	Number of agencies/ organizations requesting technical assistance	Number of agencies/organizations requesting technical assistance during the reporting period
	Number of program/ conference materials developed	Number of program/conference materials developed for SACs during the reporting period
	Number of education/ training modules developed	Number of education/training modules developed for SACs during the reporting period
	Number of participants who attend the training	Number of participants attending training conferences/workshops during the reporting period
	Percent of participants trained who reported an increase in knowledge, skills, and/or abilities	Number of participants exhibiting increased knowledge of program, as determined by pre- and post-testing  Number of participants who completed the training during the reporting period
Develop and deliver training to SACs to enhance their statistical, research, and organizational capabilities	Number of presentations conducted	Number of presentations conducted based on topics submitted by SACs during the reporting period
	Number of program/ conference materials developed	Number of program/conference materials developed for the skill-building professional seminars during the reporting period
	Number of education/ training modules developed	Number of education/training modules developed for the skill-building professional seminars during the reporting period
	Number of participants who attend the training	Number of participants attending seminars during the reporting period
	Percent of participants trained who reported an increase in knowledge, skills, and/or abilities	Number of participants exhibiting increased knowledge of program, as determined by pre- and post-testing  Number of participants who completed the training during the reporting period



Provide a mechanism that supports the collection and sharing of vital criminal justice system data among states and the federal government	Information reported in data collection tools	Number of SAC activities, research, and publications reported
	Percent of complete and accurate records/data in the database	Number of complete and accurate records/data in the database Number of records/data in the database
	Number of deliverables completed on time Number of deliverables that meet expectations	Develop and publish a quarterly newsletter to highlight research, evaluation, and statistical studies and reports of relevance to SACs, BJS, and other national organizations and federal agencies Maintain a SAC listserv Number of reports produced presenting findings of collaborative projects
	Number of materials disseminated	Number of national and federal newsletters, bulletins, and briefs disseminated to SACs during the reporting period Number of projects made available to other states via the web, conference presentations, or workshops
	Number of scheduled data collection series and special analyses	Number of multistate projects initiated and completed by SACs Number of SACs participating in the publication peer review process

## Application Checklist

### FY 2021 State Justice Statistics for Statistical Analysis Centers (SJS-SAC) Technical Assistance Program

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

#### What an Applicant Must Do:

*Prior to Registering in Grants.gov:*

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

*To Register with Grants.gov:*

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

*To Find Funding Opportunity:*

- Search for the Funding Opportunity on Grants.gov
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see [OJP Grant Application Resource Guide](#))

*Overview of Post-Award Legal Requirements:*

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2021 Awards](#)” in the [OJP Funding Resource Center](#).

*Scope Requirement:*

- The federal amount requested is within the allowable limit(s) of \$600,000.

*Eligibility Requirement:* See title page.

- Submit **SF-424** and **SF-LLL** in Grants.gov

*After SF-424 and SF-LLL Submission in Grants.gov, Receive Grants.gov Email Notifications That:*

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

*If No Grants.gov Receipt, and Validation or Error Notifications are Received:*

- Contact BJS regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

*Receive email notification to complete application in JustGrants:*

- Complete Application in JustGrants

**Content of Application Submission:**

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (Web-based form)
- Resumes/Curriculum Vitae of Key Personnel

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**Content of Application Submission**

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Standard Applicant Information (SF-424 info from Grants.gov)

**Budget and Associated Documentation**

- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation [*insert if applicable, consult with OGC*]

**Additional Application Components**

- Research and Evaluation Independence and Integrity [*insert if listed in the solicitation*] (see [OJP Grant Application Resource Guide](#))



- Certification of Human Subjects Protection (see [www.bjs.gov/content/hscr.cfm](http://www.bjs.gov/content/hscr.cfm))
- Privacy Certification form (see [www.bjs.gov/content/pub/pdf/bjsmpc.pdf](http://www.bjs.gov/content/pub/pdf/bjsmpc.pdf))

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (Pending Applications) (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurance (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification - DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

*Submit Application in JustGrants:*

- Application has been successfully submitted in JustGrants

*If No JustGrants Application Submission, Validation, or Error Notifications are Received:*

- Contact [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175 regarding technical difficulties