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The U.S. Department of Justice, Office of Justice Programs, [Bureau of Justice Statistics \(BJS\)](#) is pleased to announce that it is seeking applications from state and territorial Statistical Analysis Centers to receive funding under the 2010 State Justice Statistics (SJS) 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. BJS is specifically authorized by statute (42 U.S.C. § 3732) to provide assistance in the development of state and local government justice information systems, and directed to give primary emphasis to the problems of state and local justice systems (42 U.S.C. § 3731). The state Statistical Analysis Centers (SACs), each established by state legislation or executive order, are one important mechanism by which BJS fulfills its mandate under this statute.

## STATE JUSTICE STATISTICS PROGRAM FOR STATISTICAL ANALYSIS CENTERS, 2010

### Eligibility

Applicants are limited to Statistical Analysis Centers (SACs) established by state legislation or executive order. (See more information in "Eligibility" section on page 4.)

### Deadline

**Registration with OJP's Grants Management System (GMS) is required prior to application submission.** (See "How to Apply" page 12).

All applications are due by 5:00 p.m. Eastern time on Friday, March 19, 2010. (Registration deadline is 1:00 p.m. Friday, March 19, 2010). (See "Deadline: Registration and Applications," page 3)

### Contact Information

This application must be submitted through the OJP Grants Management System (GMS). For technical assistance with submitting the application, contact the GMS Support Hotline at 1-888-549-9901, option 3.

**Note:** The GMS Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to 12:00 midnight Eastern time, except federal holidays.

For assistance with the requirements of this program announcement, contact Devon B. Adams at 202-307-0765 or via email at [askbjs@usdoj.gov](mailto:askbjs@usdoj.gov). Please include "SJSSAC10" in the subject line.

**2010-BJS-2511**

# CONTENTS

Overview	3
Deadline: Registration and Application	3
Eligibility	4
Program Specific Information	4
Performance Measures	10
How to Apply	11
What an Application Must Include:	13
Standard Form 424	
Program Narrative	
Budget and Budget Narrative	
Indirect Cost Rate Agreement (if applicable)	
Plan for Collecting Performance Measure Data	
Other Attachments	
Selection Criteria	16
Review Process	17
Additional Requirements	18
Application Checklist	19

# State Justice Statistics Program for Statistical Analysis Centers, 2010

## C DFA Number 16.550

### Overview

This program announcement describes the guidelines and requirements of the FY 2010 State Justice Statistics (SJS) Program for Statistical Analysis Centers (SACs). Since 1972, the Bureau of Justice Statistics (BJS) and its predecessor agency, the National Criminal Justice Information and Statistics Service, have provided partial support to state and territorial governments for the establishment and operation of Statistical Analysis Centers to collect, analyze, and report statistics on crime and justice to federal, state, and local levels of government, and to share state-level information nationally. The information produced by SACs and their involvement in criminal justice projects has been and will continue to be critical to federal, state, and local criminal justice agencies and community organizations as they develop programs and policies related to crime, illegal drugs, services to victims, and the administration of justice.

The SJS Program is designed to maintain and enhance each state's capacity to address criminal justice issues through collection and analysis of data. The program provides limited funds to coordinate statistical activities within the state, conduct research as needed to estimate impacts of legislative and policy changes, and serve a liaison role in assisting BJS to gather data from respondent agencies within their states. Each application for funding under this program must identify the participating organizations in the state and the particular issues to be addressed. Each year, BJS announces specific topics for analysis and encourages applicants to give careful consideration to planning activities that fit within one or more of the designated topics (see section *SJS Program Themes*). If a SAC does not feel that any of the topics are relevant to its own state, it may identify a topic or statistical activity of critical importance to its jurisdiction.

The SJS program themes are selected jointly by BJS and the Justice Research and Statistics Association (JRSA) staff and selected SAC Directors as reflective of issues of current concern and significance to criminal justice practitioners. JRSA also plays a role in publishing reports based on SJS themes and organizing an annual conference that helps SACs share results from their work. Some SJS funding priorities help build the infrastructure that allows SACs to collect and disseminate information to state, national, and international audiences.

### Deadline: Registration and Application

Registration is required prior to submission. **The deadline to register in GMS is 1:00 p.m. Eastern time on Friday, March 19, 2010, and the application deadline is 5:00 p.m. Eastern time on Friday, March 19, 2010.** Please see the "How to Apply" section (page 11) for more details.

## Eligibility

State SAC's are the only entities eligible to apply for funds under the SJS program. General applicants must meet the requirements for a SAC as specified in these guidelines.

The applicant SAC must be authorized by state legislation or executive order. The SAC must be a nonpartisan professional organization which serves all branches of the criminal justice system and all levels of government in the state as well as the general public. Objectivity, independence, and visibility are important considerations in determining its placement in the state government. It is desirable that the SAC not be part of an agency that has line responsibilities in criminal justice programs; if the SAC is located in such an agency (e.g., state Police, Department of Corrections, Administrative Office of the Courts), special provisions must be made to ensure the SACs broad mission, objectivity, independence, and visibility. These provisions must be documented in each application for funding. Examples of such provisions are letters of agreement from agencies that deal with other aspects of criminal justice in the state, or a SAC advisory board that includes policy-level officials of such agencies. The SAC must inform BJS of any substantive changes in these provisions, such as changes in the advisory board's structure or revisions in the scope of letters of agreement.

Applications for SAC funding must contain an explanation of the placement of the SAC within the state organization structure, including the SACs' relationship to the Governor's Office, to other relevant state agencies, and any other organizations included as recipients of funds in the application.

The SAC must be staffed by professionals skilled in the application of statistical methods and techniques, including a SAC director who brings an appropriate educational and experiential background to the position. SAC staff should be familiar with the factors, issues, and processes involved in crime and the criminal justice system. Each application must identify the SAC director and other key personnel and must provide brief summaries of their qualifications. However, a duplicate qualification summary need not be provided if it was submitted as part of an earlier application. In the case of vacant positions, job descriptions must be provided. If the SAC directorship becomes vacant after an award is made, the recipient agency must notify BJS, and submit the position description and required qualifications to be used in recruiting a replacement. When a replacement is designated, a resume of the individual's qualifications must be submitted to BJS for approval.

It is permissible for some or all of the work to be performed under the SAC's overall direction by other persons or organizations, such as other state agencies, universities, nonprofit research firms, and private consultants. If work will be performed outside of the SAC, the application must include the qualifications of those performing the work. A SAC that wishes to apply for funds in cooperation with another organization but lacks the authority to transfer funds to the cooperating organization should contact its BJS state monitor.

## Program Specific Information

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

## **Program Goals**

In the United States, most criminal justice activities take place at state and local levels of government. The systematic collection and analysis of data on these activities enable BJS to comply with its charter to publish and disseminate statistical information on crime and the operation of justice systems, giving emphasis to state and local justice system needs. State and local governments use the data for policy analysis, planning, assessing justice system operations, and evaluating programs. BJS is specifically authorized by statute (42 U.S.C. § 3732) to provide assistance in the development of state and local government justice information systems, and directed to give primary emphasis to the problems of state and local justice systems (42 U.S.C. § 3731). The SACs, each established by state legislation or executive order, are one important mechanism by which BJS fulfills its mandate under this statute. Currently, there are SACs in 50 states, the District of Columbia, Puerto Rico, and the Northern Mariana Islands.

The SJS Program is designed to—

- enhance the capabilities of the states to collect, analyze, and interpret data on justice issues relevant to the states and the nation;
- make maximum use of state statistical organizations and state-level data collected by BJS and other Department of Justice components;
- provide a mechanism which facilitates the collaboration among the states and between the states and the federal government to collect, maintain, and build data systems with common informational components, and to share this and other state specific information pertaining to vital justice system data;
- 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 to improve the availability, quality, and comparability of the data and to reduce the burden on these entities to collect and disseminate this information; and
- better serve the information needs of the states and federal government by providing a core body of knowledge about the administration of criminal justice in each state.

## **Support to State Statistical Analysis Centers**

All awards under the SJS Program will be made as cooperative agreements to a SAC and will indicate the substantial involvement that BJS will have with each award. Applicants may transfer funds to other organizations listed in their application, and some of the theme activities may require such arrangements with other organizations. Where SACs do not have authority for such a transfer of funds, applicants should contact their BJS state monitor for guidance. The purpose of this requirement is to foster cooperation within the state among agencies working on related BJS- or OJP-funded activities. Support is provided to SACs for—

1. Collecting, analyzing, and publishing criminal justice data;

2. Analyzing data in support of public policy, especially on the themes identified in this announcement or selected by the applicant in consultation with BJS;
3. Providing JRSA with data on highlighted themes for compilation and production of a national report;
4. Maintaining contact with BJS to ensure the efficient development and sharing of information with BJS, other states, and various users;
5. Informing BJS of the state's needs relative to statistical data;
6. Pursuant to BJS request, providing information and electronic data to the National Archive of Criminal Justice Data (NACJD), or other designated recipients;
7. Establishing and maintaining contacts with state criminal justice agencies, the courts, victims organizations, and local governments and their criminal justice agencies;
8. Assisting criminal justice agencies in defining their needs for specific statistical and other information for the planning, implementation, and evaluation of criminal justice programs; and
9. Providing technical assistance in the collection, interpretation, utilization, and sharing of statistical information.

Travel funds for this program should be used primarily for in-state activities involving data collection and analysis, providing technical assistance and training, and being a liaison to other organizations. Travel to attend the annual BJS/JRSA national conference is limited to one person each year, unless BJS specifically authorizes additional conference travel. Each SAC is strongly encouraged to send a representative to the annual conference. JRSA membership fees and/or state dues are not allowable uses of SJS grant funds.

### **SJS Program Themes**

SACs applying for funds under this announcement may choose from among the themes listed below. Applicants may choose any number of projects from within one theme (unless otherwise specified), or a combination of projects from more than one theme. It is recommended that not more than three topics be selected for a given project period. If a SAC chooses its own theme, it must provide persuasive documentation from its advisory committee, one or more branches of state government, or some other entity which explains and supports the decision to study this topic. With relation to any theme or topic proposed for funding, the application should provide the background of the state's concern with the issue, a complete explanation of the methodology to be employed including databases and methods of analysis, any participation by other state or local agencies, and how conclusions and recommendations will be framed. Also, indicate political constraints (if any) which could impact the research and what product will result. Since BJS contemplates that JRSA will assemble national reports where several states have addressed the same topic, BJS will support efforts to improve the quality of such compilations through coordination of the individual states' research and analysis. SJS themes for FY 2010 are—

**1. Deaths in Police Custody Reporting - Obtaining statewide data on deaths occurring in the process of arrest or in pursuit of arrest.** Pursuant to the Death in Custody Reporting Act

of 2000 (Public Law 106-297), BJS is obtaining data on deaths occurring in prisons, jails, and juvenile detention facilities throughout the country, as well as those occurring in the process of arrest. Examples of these latter deaths include vehicular and other fatalities resulting from flight from arrest, uses of lethal force by police, suicides occurring during arrest attempts, and deaths of arrestees resulting from drug overdoses, or other medical conditions (e.g. heart attacks, strokes, seizures) or deaths occurring during transport to a holding facility, jail, or booking center. BJS continues to request assistance from state SACs to obtain specified data on these deaths and report them quarterly to BJS. The minimum data that must be collected under the Act includes: name, gender, race, ethnicity and age of the deceased and the date, time, and location of the death as well as and a brief description of the circumstances surrounding the death. BJS has established this data collection as an ongoing statistical series. Therefore, applicants wishing to address this theme may utilize SJS program to establish a long term reporting process, rather than a one-time study.

**2. Criminal justice system crisis planning.** The SAC may wish to pursue research or data collection to support criminal justice system planning for dealing with major crises, disorders, or other catastrophic incidents. Among other issues, SACs may wish to examine—

- a. prisoner relocation and/or alternative housing needs;
- b. maintaining continuity in monitoring or tracking probationers, parolees, registered sex offenders, etc.;
- c. backup records systems in the courts or other entities;
- d. use of law enforcement mutual aid agreements and/or cross-jurisdictional designations; and
- e. identification of vital records for the criminal justice system.

**3. Increased access to data.** Under this theme, SJS funds could be used by the SAC: (a) for Internet infrastructure development, enhancements, and linkages, including building a website, computer support, and preparing reports for dissemination via the Internet. For those SACs with established websites, BJS encourages enhancements that include downloadable datasets and spreadsheets, online analytic capabilities, graphical presentations, and animation designed to present and explain movement of trends; and/or (b) for implementation of interfaces or data exchange technologies to improve access to data and systems maintained by other state or local entities including departments of correction, prison, parole, probation, prosecutor, judicial, victim service, and law enforcement agencies.

**4. Performance measurement.** SJS funds could be used by the SAC to help states develop and improve performance measures and the tools available to agencies to assess progress in addressing public safety and administration of justice goals. SJS funds may be used to support these and related activities.

**5. Analyses utilizing a state's criminal history records.** BJS encourages SACs to utilize the state's criminal history records for research purposes. In particular, the SAC may wish to seek SJS funds to support studies of—

- a. patterns of criminal behavior such as sex offending, stalking, or domestic violence;

- b. arrests, prosecutions, and convictions for firearms-related offenses;
- c. prisoner and/or probationer recidivism, including rates of rearrest, reconviction, and return to correctional custody;
- d. the implementation and/or impact of programs such as drug courts, prisoner reentry initiatives, or specialized probation programs; or
- e. the implementation and/or impact of a state's criminal history record improvement activities.

At most one topic may be proposed in this thematic area. Funds may be requested to establish the technical capacity to conduct criminal history records-based research. The application must either state that the applicant is also the state's administrator of National Criminal History Improvement Program (NCHIP) funds or include a letter or memorandum of endorsement from the state agency administering NCHIP funds.

**6. Statewide crime victimization surveys.** SJS funds may be used by the SAC to support the implementation of a statewide crime victimization survey designed to provide state, regional or local level estimates of victimization in the state and allow comparison with national estimates provided by BJS's National Crime Victimization Survey. BJS and the Office of Community Oriented Policing Services (COPS) developed a free software program which may be used for telephone surveys of residents to collect data on crime victimization, attitudes toward policing, and other community-related issues now maintained by Surecode. Further information is available at: <http://www.bjsjss.org>.

**7. Analysis of the uses of new or emerging biometric technologies to improve the administration of criminal justice.** SJS funds may be used by the SAC to support research which describes and examines the uses of new or emerging biometric technologies (i.e., DNA evidence collection/analysis or facial recognition) to improve the administration of criminal justice in a state.

**8. Research using incident-based crime data that are compatible with the National Incident-Based Reporting System (NIBRS).** SJS funds may be used by the SAC to support development of NIBRS-compatible crime measurement and analysis. In addition, SJS funds under this theme may be used to examine the utility of linking NIBRS incident reports to a state's criminal history records for research purposes.

**9. Data collection and/or research examining a special topical area:**

**a. Minority overrepresentation in the criminal or juvenile justice systems.** SJS funds may be used by the SAC to support research examining the nature and/or extent of the overrepresentation of racial or ethnic minorities in the state's juvenile or criminal justice systems.

**b. Civil justice.** SJS funds may be used by the SAC in developing estimates of the number and characteristics of tort, contract, and real property cases and the dispositions of those cases for both adjudicated and settled civil matters. The longer term objective might be to estimate change over time within the state in the nature of case issues, judgments, and awards and to evaluate the impact of civil justice reforms such as capping punitive awards or medical malpractice mediation boards.



**c. Cybercrime.** SJS funds could be used by the SAC to examine the magnitude and consequences of computer crime and identity theft and fraud. Applicants under this theme could use the funds to develop the measurement methods, definitions, and protocols to obtain uniform data on criminal activities involving computers and computer networks and the response of the criminal justice system to violations of computer crime statutes. Applicants could also consider a focus on identity theft and electronic fraud victimization and the handling of these offenses by the justice system.

**d. Human trafficking.** SJS funds may be used by the SAC to support research examining the problem of human trafficking in the state, including its nature and extent, and the response of the justice system.

**e. Justice issues in Indian Country.** SJS funds may be used by the SAC to examine justice related issues in Indian Country including: substance abuse, violent crime, gangs, family violence, and sex crimes.

**f. Criminal activity in U.S. border areas.** SJS funds may be used by the SAC to study crime occurring in U.S. border areas especially as to the possible effects of illegal immigration.

**g. Violent crime in schools.** SJS funds may be used by the SAC to examine violent crimes occurring in a state's private and public elementary, middle, and secondary schools.

**h. The impact of substance abuse on state and/or local criminal justice and public health systems.** SJS funds may be used by the SAC for research examining the impact of substance abuse (especially methamphetamine or prescription drugs) on state or local criminal justice and public health systems. BJS encourages the development of long term data collection activities which can be utilized to monitor trends in this area.

**i. Family violence and/or stalking.** SJS funds may be used by the SAC to support to studies of family violence, including domestic violence, elder abuse, child abuse, stalking, or related issues. Research projects utilizing the state's protection or restraining order records are encouraged.

**10. Evaluation of prisoner reentry initiatives and programs.** SJS funds may be used by the SAC to support evaluation of state or local programs aimed at helping prisoners successfully reintegrate into their communities following release from prison.

**11. Other theme or topic identified by the SAC.** SJS funds may be used by the SAC to support research examining another theme or topic provided the application is accompanied by persuasive documentation and justification that the subject is a top priority for the state's governor or criminal justice policy officials.

## **Funding**

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

## Award Information

- Award Period.** Awards made under this announcement will be in the form of a cooperative agreement. Awards normally will be for 12 months. No-cost extensions may be granted by BJS for good cause (for example, under-spending due to an unavoidable staff vacancy). Extensions, submitted through Grant Management System, should be requested in writing at least **60 days in advance** of the award's scheduled expiration date; requests that are received later may not be approved. BJS will not approve any extension of more than 1 year beyond the original expiration date of the award.
- Award Amount.** While the amount of past SAC awards may be used as a guide when preparing the application, the average award per state SAC is about \$50,000. SACs that are able to provide strong justification tied to the FY 2010 themes may be eligible to receive awards in excess of \$50,000. Each award is intended to supplement state financial support of the SAC.
- Limitation on Use of Award Funds for Employee Compensation.** No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation 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 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/indexSES.asp>.) This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application.

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Additionally, applicants must discuss their data collection methods in the application. Please refer to the selection criteria in this solicitation, which outline applicant responsibilities for collecting and reporting data. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
1) Enhance the capabilities of the states to collect, analyze, and interpret data on justice issues relevant to the states and the nation.	<p>The number of scheduled data collection series and special analyses to be conducted</p> <p>Number of outreach activities to respondents of BJS surveys to provide information and technical assistance</p>	<p>Number of studies/projects initiated and completed</p> <p>Number of information and/or technical assistance requests handled</p> <p>Number of conferences and workshops attended to present findings, provide training, and exchange information</p> <p>Number and type of justice-related databases compiled</p>

	Number of products made available to customers (print and online)	Number of reports and other publications produced (in paper and electronic formats)  Number of media releases/or advisories produced  Number of website user sessions  Number of publications and other data (i.e., spreadsheets) downloaded  Number of databases added to interactive query systems
2) Provide a mechanism which supports the collection and sharing of vital justice system data among the states and between the states and the Federal Government.	The number of scheduled data collection series and special analyses to be conducted	Number of multi-state projects initiated and completed by SACs  Number of reports produced presenting findings of collaborative projects  Number of Justice Research and Statistics Association (JRSA) studies or information inquiries  Number of projects submitted by SAC to the Justice Research and Statistics Association's Infobase of State Activities and Research (ISAR)  Number of SAC project datasets submitted to the National Archive of Criminal Justice Data

## How to Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a Web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/). If you experience technical difficulties at any point during this process, please e-mail [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov) or call 1-888-549-9901 (option 3), Monday-Friday from 6:00 a.m. to 12:00 midnight Eastern time, except federal holidays. OJP highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following six steps:

1. **Acquire a Data Universal Numbering System (DUNS) Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com). Individuals are exempt from this requirement.

2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/).
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select Bureau of Justice Statistics and the State Justice Statistics Program for Statistical Analysis Centers, 2010.
5. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.
6. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

**Note: OJP's GMS does not accept executable file types as application attachments.**

These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

**Experiencing Unforeseen GMS Technical Issues**

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact BJS staff **within 24 hours after the deadline** and request approval to submit your application. At that time, BJS staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow GMS instructions on how to register and apply as posted on its Web site, (3)

failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with GMS are posted on the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## What an Application Must Include

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memorandum of Understanding," "Resumes") for all required attachments. Where resumes are required, OJP recommends that all resumes be included in a single file.

All applicants must submit the following:

**Standard Form 424, Application for Federal Assistance.** The SF-424 is a standard form used by most federal agencies. It contains 18 items that are to be completed online through GMS.

### Program Attachments

- **Program Narrative (Attachment #1).** The Program Narrative should include the following sections:
  1. **Status of prior SJS projects.** Applications must include the status of each award your SAC received in Fiscal Years 2007 through 2009. List by theme the project(s) and associated products you proposed to conduct/produce during the grant period. If any were significantly revised or replaced, briefly describe the revisions/replacements. For each project, indicate the status of it by the following categories: Completed, In Process, or Revised/Replaced. For each product, state if it has been Published, Presented at a Public Meeting, or otherwise Recognized by whatever means.
  2. **Proposed projects.** The program narrative should fully describe the expected design and implementation of the proposed project(s). In developing the narrative, refer to the program design and themes described in the program announcement.
  3. **Timeline.** The narrative should include a timeline of activities indicating, for each proposed activity, the projected duration of the activity, expected completion date, and any products expected.
  4. **SAC description and staffing.** The narrative should include: an explanation of the placement of the SAC within the state organizational structure, a brief summary of the qualifications of the SAC Director and other key personnel, a description of the roles and responsibilities of key organizational and/or functional components involved in project activities, and a list of key personnel responsible for managing and implementing the major elements of the program.

- **Budget Detail Worksheet and Budget Narrative (Attachment #2)**

The Budget Detailed Worksheet may be found through the Internet at <<http://www.ojp.usdoj.gov/funding/forms.htm>>. The OJP Financial Guide, which governs the administration of funds, contains information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records, is available on the OJP Website at <http://www.ojp.gov/financialguide/index.htm>. If you have any questions, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786. The budget should provide details for expenses in required categories and by individual task.

The Budget Narrative should detail costs included in each budget category for the federal share. The purpose of the budget narrative is to relate items budgeted to project activities and to provide justification and explanation for budget items, including criteria and data used to arrive at the estimates for each budget category. The budget narrative should also indicate amounts to be made available to sub-recipient agencies (under Contractual/Contracts category) other than the direct award recipient. The following information is provided to assist the applicant in developing the budget narrative:

1. **Personnel category.** List each position by title (and name of employee if available), show annual salary rate and percentage of time to be devoted to the project by the employee. Compensation paid for employees engaged in federally assisted activities must be consistent with that paid for similar work in other activities of the applicant. No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation of any employee of the award recipient whose total cash compensation 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. This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application.
2. **Fringe benefits category.** Indicate each type of benefit included and explain how the total cost allowable for employees assigned to the project is computed.
3. **Travel category.** Itemize travel expenses of project personnel by purpose (e.g., faculty to training site, field interviews, advisory group meetings) and show basis or computation (e.g., "Five trips for x purpose at \$80 average cost \$50 transportation and two days per diem at \$15" or "Six people to 3-day meeting at \$70 transportation and \$45 subsistence.") For training projects where travel and subsistence for trainees is included, this should be separately listed indicating the number of trainees and the unit costs involved.
  - a) Identify the tentative location of all training sessions, meetings, and other travel.
  - b) Travel costs are allowable as expenses by employees who are in travel status on official business. These costs must be in accordance with the federal or an organizationally-approved travel policy.

- c) Recipients may follow their own established travel rates. If a recipient does not have an established travel policy, the recipient must abide by the federal travel policy. Sub-recipients of states must follow their state's established travel policy. If a state does not have an established travel policy, the sub-recipient must abide by the Federal travel rates.
4. **Equipment.** List each type of equipment to be purchased or rented with unit or monthly costs.
  5. **Supplies.** List items within this category by major type (office supplies, training materials, research forms, postage) and show basis for computation. Provide unit or monthly estimates.
  6. **Contractual category.** State the selection basis for any contract, subcontract, prospective contract or prospective subcontract (including construction services and equipment). Please note, applications that include noncompetitive contracts for the provision of specific services must contain a sole source justification for any procurement in excess of \$100,000. For individuals to be reimbursed for personal services on a fee basis, list by name or type of consultant or service, the proposed fee (by day, week, or hour) and the amounts of time to be devoted to such services. For construction contracts and organization (including professional associations and education institutions performing professional services), indicate the type of service to be performed and the estimated contract cost data. JRSA membership fees and/or dues are not allowable costs for SJS grant funds.  
  
**Note on Consultant Rates.** Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. Consideration will be given to compensation including fringe benefits for those individuals whose employers do not provide such benefits. In addition, when the rate exceeds \$450 (excluding travel and subsistence costs) for an 8-hour day, a written PRIOR APPROVAL is required from the awarding agency. Prior approval requests require additional justification. Approval of consultant rates, in excess of \$450 a day, that are part of the application with appropriate justification and supporting data will be approved on a case-by-case basis.
  7. **Construction category.** Describe construction or renovation which will be accomplished using funds awarded and the method used to calculate cost.
  8. **Other category.** Include under "other" such items as rent, reproduction, telephone, and janitorial or security services. List items by major type with basis of computation shown. (Provide square footage and cost per square foot for rent. Provide local and long distance telephone charges separately.)
  9. **Indirect charges category.** The Agency may accept an indirect cost rate previously approved for an applicant by a federal agency. Applicants must attach a copy of the approved rate agreement with the grant application.
  10. **Program income.** If applicable, provide a detailed estimate of the amount of program income to be generated during the grant period and its proposed application to reduce the cost of the project or to increase the scope of the project. Also, describe the source of program income, listing the rental rates to be obtained, sale



prices of publications supported by grant funds, and registration fees charged for particular sessions. If scholarships (covering, for example, registration fees) are awarded by the organization to certain conference attendees, the application should identify the percentage of all attendees that are projected as "scholarship" cases and the precise criteria for their selection.

- **Additional Attachments.** The following required documents should be submitted online as file attachments:

**Indirect Cost Agreement** - Applicants that do not have a federally negotiated indirect cost rate and wish to establish one, can submit a proposal to their "cognizant" federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [http://www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

**Plan for collecting the data required for performance measures. (See "Performance Measures," page 10).**

**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 <http://bjs.ojp.usdoj.gov/content/pub/pdf/bjsmpc.pdf>.

**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 <http://bjs.ojp.usdoj.gov/content/hscr.cfm>.

## Selection Criteria

In making decisions to award funds under this program, BJS will be the sole judge of whether the application meets program requirements and whether it is operating satisfactorily and conforms to all applicable federal and state requirements. The amount of the award will be based on the strength of the justification for what it is seeking to do and accomplish during the award period. Each application should contain a statement of the intended project's goals and objectives; the proposed strategy for achieving them, including anticipated products; and an evaluation of the project. Awards will be based on the following review criteria:

1. Statement of the Problem as Described in the Program Narrative
  - The extent to which the program narrative addresses specific objectives of the SJS program, and the dollar resources needed to achieve them.



## 2. Project/Program Design and Implementation

- Applications should be written so that each task or activity is costed separately and in priority order. Applicants are encouraged to attach a product to each task, such as a report or publication.
- Technical soundness and completeness of the proposed approach.

## 3. Capabilities/Competencies

- Experience of applicant's personnel in similar work;
- Organizational integrity, technical competence, and organizational placement of the applicant and other organizations proposed for funding; and
- Past record of applicant's performance with previous awards, including quality of work, completeness, and adherence to schedules.

## 4. Budget

- Appropriateness of the project schedule and budget.

## 5. Relevance

- The extent to which the proposed project addresses the specific objectives of the SJS program.
- The extent to which the proposed project responds to one or more of the SJS themes.

## **Review Process**

OJP is committed to ensuring a standardized 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 basic minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

All final grant award decisions will be made by the Director of the Bureau of Justice Statistics, who may also give consideration to factors including, but not limited to, underserved populations, geographic diversity strategic priorities, past performance, and available funding when making awards.

## Additional Requirements

Applicants selected for award must agree to comply with additional legal requirements upon acceptance of award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- [Civil Rights Compliance](#)
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- 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
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – federal taxes certification requirement

## **Application Checklist**

### 2010 State Justice Statistics Program for Statistical Analysis Centers

The application check list has been created to aid you in developing your application.

#### **The Application Components:**

- Statement of the Problem/Program
- Project Design and Implementation
- Capabilities/Competencies
- Budget Narrative
- Budget Detail Worksheet
- Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures

#### **Required Forms, Certifications and Other Components:**

- Standard 424 Form
- Privacy Certification
- Human Subjects Protection Certification of Compliance
- Indirect Cost Rate Agreement (if applicable)