



The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), National Institute of Justice (NIJ) is pleased to announce that it is seeking applications for funding to develop improved location-based information systems for managing offenders under community supervision or for the evaluation of such systems. This program furthers the Department's mission by sponsoring research to provide objective, independent, evidence-based knowledge and tools to meet the challenges of crime and justice, particularly at the State and local levels.

## **Solicitation: Developing and Evaluating Location-based Information Systems for Offender Supervision Eligibility**

In general, NIJ is authorized to make grants to, or enter into contracts or cooperative agreements with, States (including territories), local governments (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register), nonprofit and profit organizations (including tribal nonprofit and profit organizations), institutions of higher education (including tribal institutions of higher education), and certain qualified individuals. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

### **Deadline**

Registration with [OJP's Grant Management System \(GMS\)](#) is required prior to application submission. (See "How to Apply," page 8.)

All applications are due by **11:45 p.m. eastern time on June 1, 2010**.  
(See "Deadlines: Registration and Application," page 3.)

### **Contact Information**

For technical assistance with submitting the application, contact the Grants Management System Support Hotline at 1-888-549-9901, option 3 or via e-mail to [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov).

**Note:** The [GMS](#) Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to midnight eastern time, except for Federal holidays.

For assistance with any other requirement of this solicitation, contact Jack Harne, Physical Scientist, at 202-616-2911 or by e-mail to [jack.harne@usdoj.gov](mailto:jack.harne@usdoj.gov).

**SL# 000914**

# CONTENTS

Overview .....	3
Deadlines: Registration and Application .....	3
Eligibility .....	3
Specific Information .....	3
Performance Measures.....	7
How to Apply .....	8
What an Application Must Include.....	10
Standard Form 424 .....	10
Program Narrative .....	10
Budget Detail Worksheet and Budget Narrative .....	11
Indirect Cost Rate Agreement (if applicable) .....	11
Tribal Authorizing Resolution (if applicable).....	12
Other Standard Forms .....	12
Selection Criteria.....	12
Review Process .....	14
Additional Requirements.....	14
Application Checklist.....	17

# Developing and Evaluating Location-based Information Systems for Offender Supervision

## CFDA No. 16.560

### Overview

The National Institute of Justice (NIJ) is the research, development, and evaluation agency of the U.S. Department of Justice and a component of the Office of Justice Programs (OJP). NIJ provides objective, independent, evidence-based knowledge and tools to enhance the administration of justice and public safety.

With this solicitation, NIJ seeks applications for funding to develop improved location-based information systems for managing offenders under community supervision and/or to evaluate the effectiveness of such systems.

**Authorizing Legislation:** Omnibus Crime Control and Safe Streets Act of 1968 (sections 201 and 202); Homeland Security Act of 2002 (section 232).

### Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is **11:45 p.m. eastern time on June 1, 2010** and the deadline for applying for funding under this announcement is **11:45 p.m. eastern time on June 1, 2010**. Please see the “How to Apply” section, page 8, for more details.

### Eligibility

Please refer to the title page for eligibility information under this program.

### Specific Information— Developing and Evaluating Location-based Information Systems for Offender Supervision

At the conclusion of 2007, over 5.1 million adult men and women were supervised in the community, either on probation or parole. Community supervision offers the potential for a more cost effective alternative to incarceration, but policy, practice, and technology need to be improved to fulfill that potential.

NIJ seeks applications for funding to: (1) develop improved location-based information systems for managing offenders under community supervision; (2) evaluate the effectiveness of location-based information systems currently being used for that purpose; or (3) to develop improved systems and then to evaluate those systems.

- 1. Development** – The technology used for electronically monitoring offenders under community supervision generates a vast amount of data. This volume of data is extremely difficult to manage. The location-based information systems used by most agencies today do not make full use of all the data generated.

NIJ seeks proposals to develop new technology to more fully use these data, with a focus on three areas:

- Facilitating the process of identifying travel patterns of individual offenders.
- Correlating geographic data of groups of offenders so that potentially problematic group activities can be identified to determine additional supervision strategies that correctional agencies may need to implement before new crimes occur.
- Correlating the travel patterns of offenders in context to the relevant (with regard to the conditions of an individual's supervision) and proximate human environment (e.g., schools, liquor stores, etc.).

Desired capabilities include, but are not limited to:

- Assisting in Daily Review of Location Points - As part of the supervision process, some agencies require their officers to conduct a daily review of each tracked offender's location points. This is an extremely time consuming activity. Automated analysis tools could be exploited to streamline this work. Similarly, once an officer has reviewed a daily pattern and determined that there are no issues of concern, this pattern could be tagged as "screened" or "authorized." Software tools could be developed to identify and flag certain patterns or anomalies so that the officer can focus on what is different rather than reviewing the same known points daily.
- Identifying Patterns of Offender Routine Activities - Monitoring devices systematically capture data location on regular intervals, whether relevant or not. Efficient methods for identifying patterns of offender travel and location as they emerge do not exist. Automated analysis tools that perform this function would be extremely beneficial, since these patterns could provide the supervising officer with information that may be important to the public safety mission. These patterns can form baseline routine activities to compare against an offender, or compare against other offenders of similar disposition. An officer may program the tool to notify whenever a tracked offender is positioned in the same location at regular intervals. This information would be useful to the officer so s/he can ask pertinent questions of the offender or visit the location to observe the activity. Other patterns of interest might include the variation in the duration of time it takes an offender to get from point to point and the amount of time spent "loitering" in one particular location.
- Identifying When Offenders Congregate - It is difficult to identify instances when tracked offenders are congregating, particularly if offenders are on different caseloads or supervised by different agencies. It would be very useful to identify when, for example, more than two offenders are in the same location at the same time for more than 15 minutes. Software to support analysis of this type could be developed.

Analyzing Environmental Contexts - Analysis of offender location and travel data by itself can be revealing. (For example, a monitoring officer can derive useful information merely by being able to observe that an offender barred from using illicit drugs or drinking as a condition of parole is hanging out in a known drug market area or in an area with a lot of bars.) It is also important, however, to understand these travel patterns in relation to the choices offenders make about where they go, how they get there and why they are spending time in any one place. For example, a software application with automated analysis tools could identify and correlate locations that are most associated with particular criminal activity. This information could be used to identify offenders who spend a disproportionate amount of time in "risky" areas and

work with them to avoid these areas if possible. This could be achieved through the incorporation of urban environmental data about the places which offenders travel from, to, and through.

- Facilitating Other Analytical Strategies - In order to better understand offender behavior, methods, techniques, or tools could be developed to facilitate other more sophisticated analytical approaches. For example, many social network analysis tools exist, but lack the capacity to enable spatial analyses of these social relationships using geographic data. Tools and technologies that facilitate the spatial analysis of geographic links between people, groups, and organizations that may be of interest to law enforcement and criminal justice agencies are needed. These tools and technologies also could facilitate predictive analytics to identify emerging behavior that might lead to potential crimes. Analysis of travel patterns that are conducive to offending or social associations that are atypical of offenders could alert authorities to monitor them more closely.

2. **Evaluation** – NIJ seeks proposals to evaluate the efficacy or effectiveness of location-based management systems currently used to manage offenders under community supervision. NIJ is particularly interested in evaluations to determine if the application of these technologies works to improve outcomes with regard to preventing recidivism and the commission of crime. Outcome evaluations must have well-defined, measurable indicators of success.

Funding priority will be given to experimental research designs that use random selection and assignment of participants to experimental and control conditions. When randomized designs are not feasible, priority will be given to quasi-experimental designs that include contemporary procedures like Propensity Score Matching and Regression Discontinuity Design to address selection bias in evaluating outcomes and impacts.

Evaluations that also include measurements of program fidelity and implementation as part of a thorough process assessment are desirable. Measurements of program fidelity should be included as part of an assessment of program processes and operations to ensure that technologies are implemented as designed.

Successful applicants must demonstrate expertise and previous experience in research projects involving evaluation research. Research questions, including goals and objectives of the proposed evaluation, and anticipated relevance of the evaluation results to criminal justice policy and/or practice should be clearly stated. An appropriate research design and data analysis techniques, should be clearly detailed and their use justified. Proposed evaluation research designs with multiple units of analysis and multiple measurements will also be given priority. Design aspects that contribute to the validity of results are necessary to effectively address issues of generalizability and representativeness of findings.

The objective of the solicitation is to: (1) develop improved location-based information systems for managing offenders under community supervision; (2) evaluate such systems or (3) to do both. To the extent that a proposed research methodology for evaluation of such an information system involves analysis of the data generated by the location of juveniles, juveniles may be involved.

Finally, applications that include additional cost/benefit analysis will be given priority.

In all cases, applications should provide specific evaluation information, including the name and description of the system to be evaluated and where it has been implemented. Such information should include a discussion of prior evaluations of the system, if any.

- 3. Development and Evaluation** – NIJ will also consider applications that propose to both develop new technology from one or more areas cited above and to evaluate them. It is highly recommended that applicants proposing to both develop and evaluate new technologies use an independent evaluator. Proposed developmental activities must be in accord with the guidance provided previously in **1. Development**. Likewise, proposed evaluation activities must be in accord with the guidance provided previously in **2. Evaluation**.

NIJ strongly encourages partnerships between researchers and practitioners. Preference will be given to applicants who can demonstrate a partnership with state or local criminal justice agencies for both development and evaluation purposes.

**Amount and length of awards:** It is anticipated that up to \$1 million will be available to support the initial 12 months of activity for awards made pursuant to this solicitation. Between one and 3 awards are anticipated. **All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.** In recent years, approximately 8 percent of applications to NIJ's annual Science and Technology solicitations have been funded. NIJ funding for an individual research or development project rarely exceeds \$500,000 annually, though total funding for projects requiring multiple years to complete has exceeded \$1 million in some cases. If feasible, NIJ recommends that applicants divide the proposed work into discrete phases, with each phase resulting in a measurable deliverable. Applicants should try to structure the phases so that the funding required in any fiscal year will not exceed \$500,000. Although NIJ cannot guarantee that subsequent phases, stages, or tasks will be funded, this approach will enable NIJ to fund the proposed work incrementally, depending on, among other things, the quality of the deliverable at the end of each phase, strategic priorities, and the availability of funds. However, applicants should not divide their work if it is not feasible to do so without impairing the technical and programmatic soundness of their approach. Note: Deliverables (e.g., technical reports, proof-of-concept demonstrations, prototypes, etc.) will be required at the end of each phase to enable NIJ to assess the progress of the work and assist NIJ in making reasoned determinations as to the suitability of funding the next phase of the work.

Applicants should be aware that the total period for an award, including one that receives additional funding, ordinarily will not exceed 3 years.

A grant made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. See "Cofunding" under "What an Application Must Include."

**Please note:** All applicants under this solicitation must comply with Department of Justice regulations on confidentiality and human subjects protection. See "Other Requirements for OJP Applications" at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

**What will *not* be funded:**

1. Provision of training or direct service.

2. Proposals primarily to purchase equipment, materials, or supplies. (Your budget may include these items if they are necessary to conduct applied research, development, demonstration, evaluation, or analysis.)
3. Basic or non-applied research.
4. Work that will be funded under another specific solicitation, except with regard to the evaluation of technological applications for monitoring found in the FY2010 NIJ Solicitation: Research on Sentencing and Community-Based Alternatives to Incarceration. Because of the importance of the topic, NIJ will consider proposals to evaluate improved location-based information systems for managing offenders under community supervision that are received under either solicitation.

## **Budget Information**

**Limitation on Use of Award Funds for Employee Compensation; Waiver:** With respect to any award of more than \$250,000 made under this solicitation, Federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-Federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Director of the National Institute of Justice. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit its budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

### **Match Requirement (cash or in-kind)**

No match is required for this program.

## **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 measure the results of their work. Applicants who receive funding under this solicitation are required to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation presented on page 8.

Objective	Performance Measure(s)	Data Grantee Provides
Develop and/or evaluate the management and analytic capabilities of location-based systems for managing offenders under community supervision.	<ol style="list-style-type: none"> <li>1. Relevance to the needs of the field as measured by whether the grantee's substantive scope did not deviate from the funded proposal or any subsequent agency modifications to the scope.</li> <li>2. Quality of the research as assessed by peer reviewers.</li> <li>3. Quality of management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits.</li> <li>4. If applicable, number of fielded technologies.</li> <li>5. If applicable, number of NIJ final grant reports, NIJ research documents, and grantee research documents published.</li> </ol>	<ol style="list-style-type: none"> <li>1. A final report providing a comprehensive overview of the project and a detailed description of the project design, data, and methods; a full presentation of scientific findings; and a thorough discussion of the implications of the project findings for criminal justice practice and policy in the United States.</li> <li>2. Quarterly financial reports, semi-annual progress reports, and a final progress report.</li> <li>3. If applicable, each data set that was collected, acquired, or modified in conjunction with the project.</li> <li>4. If applicable, description of fielded technologies.</li> <li>5. If applicable, citation to report(s)/document(s).</li> </ol>

## 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 midnight eastern time, except for 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 steps.

1. **Acquire a 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 (Data Universal Numbering System) 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 Central Contractor Registration (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 “National Institute of Justice” and then “NIJ FY 10 Developing and Evaluating Location-based Information Systems for Offender Supervision.”
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 Consistent With 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 Grants Management System (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 the NIJ staff member listed on the title page **within 24 hours after the deadline** and request approval to submit your application. At that time, NIJ 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

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget detail worksheet, budget narrative, tribal resolution (if applicable), and resumes/curriculum vitae of key personnel will not proceed to peer review and will not receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that, if applicable, resumes be included in a single file.

### Standard Form 424

Please see [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

### Program Narrative

The Program Narrative includes:

- a. Cover page
- b. Abstract (not to exceed 600 words).
- c. Table of contents.
- d. Main body, which includes:
  - Purpose, goals, and objectives.
  - Review of relevant literature.
  - Research design and methods including the plan for data analysis, if applicable.
  - Research independence and integrity (see "Selection Criteria," below).
  - Implications for criminal justice policy and practice in the United States.
  - Management plan and organization.
  - Dissemination strategy.
- e. Appendices (not counted against program narrative page limit) include:
  - Bibliography/References (if applicable).

- List of key personnel.
- Resumes of key personnel.
- List of previous and current NIJ awards to applicant organization and investigator(s) (required).
- Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable).
- Chart for timeline, research calendar, or milestones.
- Human Subjects Protection Paperwork including Institutional Review Board (IRB) documentation and forms (see <http://www.ojp.gov/nij/funding/humansubjects/human-subjects.htm>).
- Privacy Certificate (for further guidance go to <http://www.ojp.gov/nij/funding/humansubjects/privacy-certificate-guidance.htm>).
- List of other agencies, organizations, or funding sources to which you have submitted this proposal (if applicable).
- Other materials required by the solicitation.

The program narrative section of your application must not exceed 25 double-spaced pages in 12-point font with 1-inch margins. Abstract, table of contents, charts, figures, appendices, and government forms do not count toward the 25-page limit for the narrative section.

Applicants should anticipate that if the program narrative fails to comply with these length-related restrictions, such that it provides a significant competitive advantage, the failure to comply may be considered in peer review and in final award decisions.

### **Budget Detail Worksheet and Budget Narrative**

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at [www.ojp.gov/financialguide/index.htm](http://www.ojp.gov/financialguide/index.htm).

The Budget Narrative is a plain-language description of each of the proposed expenditures listed in the Budget Detail Worksheet. It should clearly explain the purpose and reason for all expenditures in the budget. There should be no ambiguities about any budget item. The narrative also should include details for calculated rates or other figures. As with the Budget Detail Worksheet, the Budget Narrative must be broken down on a year-by-year basis.

**Cofunding:** A grant made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. You must indicate whether you believe it is feasible for you to contribute cash, facilities, or services as non-Federal support for the project. Your application should identify generally any such contributions that you expect to make and your proposed budget should indicate in detail which items, if any, will be supported with non-Federal contributions.

### **Indirect Cost Rate Agreement (if applicable)**

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/financialguide/part3/part3chap17.htm>.

### **Tribal Authorizing Resolution (if applicable)**

If an application is being submitted by either (1) a tribe or tribal organization, or (2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents must be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application must include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant.

### **Other Standard Forms**

Additional forms that may be required in connection with an award are available on OJP's funding page at <http://www.ojp.usdoj.gov/funding/forms.htm>. Please note in particular the following forms.

1. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required of all applicants as part of the GMS application process)
2. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities)
3. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant that is a nongovernmental entity and that has not received any award from OJP within the past 3 years)
4. [Standard Assurances](#) (required of all applicants as part of the GMS application process)

**Note:** Attachments to the application should be included in one of the following four categories: 1) Program Narrative; 2) Budget Detail Worksheet and Budget Narrative; 3) Appendices; and 4) Other.

## **Selection Criteria**

**Statement of the Problem** (Understanding of the problem and its importance)—15%

**Project/Program Design and Implementation** (Quality and technical merit)—30%

1. Awareness of the state of current research or technology.
2. Soundness of methodology and analytic and technical approach.
3. Feasibility of proposed project and awareness of pitfalls.

4. Innovation and creativity (when appropriate).

**Capabilities/Competencies** (Capabilities, demonstrated productivity, and experience of applicants)—20%

1. Qualifications and experience of proposed staff.
2. Demonstrated ability of proposed staff and organization to manage the effort.
3. Adequacy of the plan to manage the project, including how various tasks are subdivided and resources are used.
4. Successful past performance on NIJ grants and contracts (when applicable).

**Budget**—15%

1. Total cost of the project relative to the perceived benefit.
2. Appropriateness of the budget relative to the level of effort.
3. Use of existing resources to conserve costs.

**Impact/Outcomes and Evaluation** (Relevance to policy and practice)—15%

1. Potential for significant advances in scientific or technical understanding of the problem.
2. Potential for significant advances in the field.
3. Relevance for improving the policy and practice of criminal justice and related agencies in the United States and improving public safety, security, and quality of life.
4. Affordability and cost-effectiveness of proposed end products, when applicable (e.g., purchase price and maintenance costs for a new technology or cost of training to use the technology).
5. Perceived potential for commercialization and/or implementation of a new technology (when applicable).

**Relevance of the project for policy and practice in the United States**

Higher quality applications clearly explain the practical implications of the project. They connect technical expertise with criminal justice policy and practice. To ensure that the project has strong relevance for policy and practice, some researchers and technologists collaborate with practitioners and policymakers. You may include letters showing support from practitioners, but they carry less weight than clear evidence that you understand why policymakers and practitioners would benefit from your work and how they would use it. While a partnership may affect State or local activities, it should also have broader implications for others across the country.

**Dissemination Strategy**—5%

1. Well-defined plan for the grant recipient to disseminate results to appropriate audiences, including researchers, practitioners, and policymakers.
2. Suggestions for print and electronic products NIJ might develop for practitioners and policymakers.

**Research Independence and Integrity**

Regardless of a proposal's rating under the criteria outlined above, in order to receive funds, the applicant's proposal must demonstrate research independence, including appropriate safeguards to ensure research objectivity and integrity.

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

## **Review Process**

OJP is committed to ensuring a fair and open process for awarding grants. NIJ reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. NIJ may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with NIJ, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations.

All final award decisions will be made by the Director of the National Institute of Justice, who also may 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 awards must agree to comply with additional legal requirements upon acceptance of an 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
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – Federal taxes certification requirement

If your proposal is funded, you will be required to submit several reports and other materials, including:

**Final substantive report:** The final report should be a comprehensive overview of the project and should include a detailed description of the project design, data, and methods; a full presentation of scientific findings; a thorough discussion of the implications of the project findings for criminal justice practice and policy in the United States; etc. It must contain an abstract of no more than 600 words and an executive summary of 2,500 to 4,000 words.

A draft of the final report, abstract, and executive summary must be submitted 90 days before the end date of the grant. The draft final report will be peer reviewed upon submission. The reviews will be forwarded to the principal investigator with suggestions for revisions. The author must then submit the revised final report, abstract, and executive summary by the end date of the grant. The abstract, executive summary, and final report must be submitted in both paper and electronic formats.

For program evaluation studies, the final report should include a section on measuring program performance. This section should outline the measures used to evaluate program effectiveness, modifications made to those measures as a result of the evaluation, and recommendations regarding these and other potential performance measures for similar programs. (This

information will be particularly valuable to NIJ and other federal program agencies in implementing performance measures for federally funded criminal justice programs.)

**Interim reports:** Grantees must submit quarterly financial reports, semi-annual progress reports, a final progress report, and, if applicable, an annual audit report in accordance with Office of Management and Budget Circular A-133. Future awards and fund drawdowns may be withheld if reports are delinquent.



# Application Checklist

## Developing and Evaluating Location-based Information Systems for Offender Supervision

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

### Eligibility

Tribal authorizing resolution (if applicable)

### Application Components:

Program Narrative (see pages 10-11 and "Selection Criteria," pages 12-14)

Appendices to the Program Narrative

Bibliography/References (if applicable)

List of key personnel

Resumes of key personnel

List of previous and current NIJ awards to applicant organization and investigators

Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable)

Chart for timeline, research calendar, or milestones

Human Subjects Protection Paperwork

Privacy Certificate

List of other agencies, organizations, or funding sources to which you have submitted this proposal (if applicable)

Budget Narrative

Budget Detail Worksheet

Indirect Cost Rate Agreement (if applicable)

### Program Narrative/Abstract Format:

Double-spaced

12-point standard font

1" standard margins

Narrative is 25 pages or less

### Other:

Standard Form 424

DUNS number

Other standard forms as applicable (see page 12), including

Disclosure of Lobbying Activities (if applicable)

Accounting System and Financial Capability Questionnaire (if applicable)