

Solicitation Template to Announce Grant Programs Administered by the Office of Justice Programs

A. JUSTIFICATION

Necessity of Information: The solicitation template serves as a generic model for fiscal year announcements for the Office of Justice Program's grant programs. The template will be used to solicit applications to fund grants to assist state, local, and tribal law enforcement, to combat violence against women, to fight internet crimes against children, to improve the functioning of the criminal justice system, to assist victims of crime, and to support youth mentoring. Grant programs in support of these purposes will be administered by the Office of Justice Programs, including its component program offices - the Bureau of Justice Assistance, Bureau of Justice Statistics, National Institute of Justice, Office of Juvenile Justice and Delinquency Prevention, and the Office of Victims of Crime. The Office of Justice Programs is established at 42 U.S.C. § 3711, and operates under the general authority of the Assistant Attorney General for the Office of Justice Programs, who is authorized to make grants, or enter into cooperative agreements and contracts for the Office and its components. 42 U.S.C. § 3715 note.

2. Purpose for Use: The solicitation provides direction and a description of required information to be submitted by potential/eligible applicants. The following elements are included –

Overview of Program Announced

Deadline: Registration

Deadline: Application

Eligibility

- General Statement of Eligibility in accordance with program authority and/or policy (outlines organizations generally eligible to apply in response to this solicitation)
- Faith-Based and Other Community Organizations
- American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations

Program-Project Specific Information

Performance Measures

Instructions on How to Apply

What an Application Must Include

Selection Criteria

Review Process

Additional Requirements

Application Checklist

Appendix: Template(s) for Required Certification(s)

The solicitation notifies and provides information on the content, reporting

format, and submission of additional requirements related to the specific grant program.

3. Use of Information Technology: Additional information on application requirements, certifications, and assurances is provided through hyperlinks to the OJP website. The application process is managed through the Internet, using Office of Justice Programs' electronic application system, the [Grants Management System \(GMS\)](#) or the Federal government's central application system, [Grants.gov](#).

All data collection instruments mentioned in the solicitation and required as part of the application process have OMB clearance approval, under OMB Control No. 1121-0243.

4. Identification of Duplication: The information provided in the solicitation template is specific to reporting requirements for applicants and funding recipients.

5. Impact on Small Businesses or Other Entities: The GMS and grants.gov systems provide benefits to small business and other small sized entities relating to their record-keeping capabilities. GMS provides a centralized location to locate and manage all of the information about their OJP grants. Grants.gov provides a centralized location to locate and apply for grant funding opportunities.

6. Consequences if Collection is not Conducted: The solicitation template provides a standardized format and agency-approved language governing the pre- and post-award grant and contract process as required by OMB guidance and statutory provisions of the OJP grant programs.

7. Special Circumstances: There are no special circumstances that would require the applicant to provide information under any of the described methods.

8. Federal Register Publication and Consultation: The 60 day and 30 day notices have been published for public comment. OJP has not received any comments on this package.

9. Payment to Respondents: There is neither payment nor gifts given to respondents outside of merited funding.

10. Assurance of Confidentiality: All information submitted by applicants and funding recipients maintained in accordance with the Privacy Act. Any release of information will conform to the stipulations of the Privacy Act Authorization for Release Information. For collection systems, such as the OJP Grants Management System (GMS) and Grants.gov, external users with a valid identification and password are authorized access to information related to their own applications and awards. Federal government staff with a valid

identification and password are authorized to access application and award information submitted by applicants and funding recipients. A Privacy Notice is displayed on the GMS sign-in page. The GMS Privacy Impact Assessment is available to the Public at http://www.ojp.usdoj.gov/GMS_PIA_01292007.pdf

11. Questions of a Sensitive Nature: No sensitive questions are asked of the respondents.

12. Estimates of the Hour Burden: Public reporting burden for this collection of information is estimated at up to 30 hours per application. The 30-hour estimate is based on the average amount of time to prepare the program narrative for research and evaluation proposals, one of the most time intensive types of applications solicited by OJP. The estimate of burden hours is based on OJP's prior experience with the research application submissions process.

Estimated 9,724 applications x 30 hours = 291,720 hours
Estimated 76 OVC applications x 24 hours = 1,824 hours (the 24 hours for OVC does not include the 6 hours for performance measures covered under TIMS)

Total Estimated Burden hours: 291,720 + 1,824 = 293,544

13. Estimate of Cost Burden for Respondents: The estimate of the total annual cost to respondents is minimal. The cost of internet access can be nullified by use of public internet service providers such as public libraries or similar facilities. The GMS incurs no special fee from a respondent, and requires no purchases or costs to complete the collection tool. The effort spent on paper-based reporting would be significantly higher to respondents due to the costs of production of a paper form, postal service, and other necessities of a paper-based system.

14. Estimates of Annualized Cost to the Federal Government:

OJP is projecting that approximately 9,800 applications will be submitted under the FY 2010 OJP grant program solicitations. Federal government employees spend an average of 6 hours a year processing each application.

9,800 new applications X 6 hours = 58,800 annual hours

The estimated hourly rate for an OJP employee (GS/12-1) including benefits is \$47.44.

58,800 hours X \$47.44 = \$2,789,472

Personnel and Benefits	\$ 2,231,577.60
Staff Overtime	\$ 0
Operations & Maintenance	<u>\$ 557,894.40</u>
Total Cost to the Federal Government	\$ 2,789,472.00

15. Program Changes or Adjustments: Program changes or adjustments will be clearly identified in each OJP grant program solicitation.

16. Publishing Information: All OJP competitive solicitations will be published on Grants.gov. All OJP open funding solicitations are posted on <http://www.ojp.gov/funding/solicitations.htm>. As required under the Transparency Act, OJP provides all funding decisions to USASpending.gov for public posting.

17. Display of Expiration Date

The OJP is prepared to display all expiration dates.

18. Collection of Information Employing Statistical Methods

Not applicable.