

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



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## **National Prisoner Statistics Program (NPS) and National Corrections Reporting Program (NCRP), Reference Years (RY) 2020-2024 FY 2020 Competitive Grant Solicitation**

CFDA #16.734

**Grants.gov Solicitation Number:** BJS-2020-17572

**Solicitation Release Date:** February 14, 2020

**Application Deadline:** 11:59 p.m. eastern time on April 14, 2020

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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is seeking applications for collection, analysis, and dissemination activities of two of its largest data collections on state and federal prisoners: the National Prisoner Statistics Program (NPS) and the National Corrections Reporting Program (NCRP). These programs, conducted under BJS's Corrections Statistics Program, further the Department's mission by working with the justice community to identify the justice system's most pressing challenges and to provide state-of-the-art knowledge and information to support innovative strategies and approaches for dealing with these challenges.

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

### **Eligibility** (Who may apply):

The following entities are eligible to apply:

- national, regional, state, or local public and private entities;
- nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations);
- faith-based and community organizations;
- institutions of higher education (including tribal institutions of higher education);
- units of local government that support initiatives to improve the functioning of the criminal justice system; and
- federally recognized Indian tribal governments

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

### **Contact information**

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours per day, 7 days per week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the BJS contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the “How to Apply (Grants.gov)” section in the [OJP Grant Application Resource Guide](#).

For assistance with any other requirements of this solicitation, contact BJS at 202-307-0765, or by email at [AskBJS@usdoj.gov](mailto:AskBJS@usdoj.gov). Include “NPSNCRP” in the subject line.

### **Deadline details**

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on April 14, 2020.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

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

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# National Prisoner Statistics Program (NPS) and National Corrections Reporting Program (NCRP), Reference Years (RY) 2020-2024 CFDA # 16.734

## A. Program Description

### Overview

The Bureau of Justice Statistics (BJS) seeks an agent to conduct data collection and related activities for the National Prisoner Statistics program (NPS) and the National Corrections Reporting Program (NCRP). This award covers the five collection cycles for reporting years (RY) 2020 through 2024, funded with money from fiscal years (FY) 2020 through 2024. The project period is October 1, 2020, through September 30, 2025. These two programs were first competed together for the RY 2014-2019 award.

The NPS and NCRP are BJS's flagship data collections measuring the size and composition of state and federal prison populations on an annual basis. The two collections complement each other by obtaining aggregate and detailed individual-level information on prisoners, which is used to describe and compare the prison population over time. The NPS collects aggregate counts of the male and female custody and jurisdictional prison populations as of December 31 each year. State departments of corrections (DOCs) and the Federal Bureau of Prisons (BOP) use their administrative records to tally their prison populations by jurisdiction, types of prison admissions and releases during the past year, race and ethnicity, and capacity of the facilities that hold prisoners in their custody. The NPS also provides annual information on the number of confirmed cases of HIV/AIDS and current testing policies for these conditions. The NPS has been collected annually since 1926, and these data are used in BJS's *Prisoners* series and *Corrections Populations in the United States* series of bulletins.

Through the NCRP, BJS collects individual (or offender) level data on prisoners entering or leaving the custody of state prison systems and post-custody community supervision programs (PCCS; formerly known as "parole"). NCRP data, collected annually since 1983, are derived from state prison and PCCS administrative records and currently consist of five separate files for each year: prison admissions, census of state prisoners on December 31, prison releases, entry to PCCS programs, and exits from PCCS programs. In addition, individuals' prison and PCCS records are linked into "terms" across years for the majority of states submitting data. A term is defined as the period from admission to release for an individual. BJS uses these data to study a wide variety of special topics in corrections: recidivism of state prisoners (by linking the NCRP data to criminal history records), prisoner reentry, aging of the prison population, trends in state PCCS, outcomes of PCCS supervision, and other issues. BJS also uses these data to support its ongoing efforts to study changes in the racial and offense composition of national corrections populations, to study movements and transitions between stages of the corrections process, and to compare differences among states' correctional populations and practices.

**Statutory Authority:** Under 34 U.S.C. § 10132(c)(1), BJS is authorized to “make grants to, or enter into cooperative agreements or contracts with public agencies, institutions of higher education, private organizations, or private individuals” for purposes of collecting and analyzing crime statistics. Title 34 U.S.C. § 10132(c)(3) authorizes BJS to “collect and analyze data that will serve as a continuous and comparable national social indication of the prevalence, incidence, rates, extent, distribution, and attributes of crime . . . in support of national, State, tribal, and local justice policy and decisionmaking.” Collections describing the persons moving through state and federal prisons are consistent with these authorizations.

## **Program-Specific Information**

### ***National Prisoner Statistics Program***

The NPS began in 1926 in response to a congressional mandate to gather information on persons incarcerated in state and federal prisons. Originally under the U.S. Census Bureau, the collection moved to the BOP in 1950. In 1971, the NPS moved to the National Criminal Justice Information and Statistics Service, the precursor to BJS, which was established in 1979. The NPS provides an enumeration of persons in state and federal prisons and collects data on key characteristics of the nation’s prison population. The collection has been adapted over time to keep pace with the changing information needs of the public; researchers; and federal, state, and local governments.

Because this collection provides BJS with the total number of individuals imprisoned by state and federal authorities, the data collection agent must receive annual data from all states and the BOP in a timely manner without sacrificing data quality.

The NPS is made up of three distinct collections: the NPS-1, NPS-1A, and NPS-1B. The NPS-1 is an annual collection known as the “Summary of Sentenced Population Movement.” Before 1978, the collection tracked admissions and releases by type and sex during each calendar year, as well as the number of prisoners in custody by sex and sentence length on December 31.

In 1978, the NPS-1 expanded to include the number of prisoners under the jurisdiction of state and federal adult correctional officials, the number of prisoners held in local jails solely to ease overcrowding in prisons, and the race and ethnicity by sex of the jurisdiction population at year-end. In 1991, the NPS-1 was further expanded to include questions on the number of HIV infections and confirmed AIDS cases in the custody population.

In 1999, the NPS-1 was expanded again to collect data on prisoners housed in local facilities without reference to prison overcrowding, prisoners held in other state or federal facilities, and prisoners held in privately operated facilities. In addition, the questions on race and ethnicity were combined into a single item to better comply with administrative record-keeping systems maintained by state DOCs. Finally, the survey began collecting more detailed counts of prisoner deaths by cause.

The NPS-1A was introduced in 1981 to track the rapidly growing prison population. It included counts of the number of prisoners under jurisdiction and in custody of prisons, by sentence length and sex, on June 30 each year. This collection was terminated in 2010 to reduce burden on data respondents. BJS intends to reactivate the NPS-1A during the next 5 years as an annual collection of DOC-level policy and practice information on a rotating set of topics of interest to the correctional field.

The NPS-1B was added to provide advance counts of the December 31 (year-end) populations and to obtain data by sex, race, and sentence length. It was expanded in 1982 to include counts of prisoners housed in local jails because of prison overcrowding, and again in 1983 to provide measures of housing capacity and numbers of early releases due to prison overcrowding. The NPS-1 and NPS-1B were merged in 2007 under the title NPS-1B “Summary of Sentenced Population Movement.” This single collection captures counts of year-end jurisdiction and custody populations by sex and sentence length; number of prisoners held in local, federal, private, and other state facilities; race and ethnicity of prisoners; types of admissions and releases during the calendar year; prison system capacity; and HIV infections and confirmed cases of AIDS. In 2011, two items were added to the NPS-1B from the former NPS-1A collection: the year-end custody counts of non-U.S. citizens and of prisoners age 17 or younger.

Collection of NPS-1B data from the previous calendar year begins on January 1. Except for the total number of admissions and releases that occurred over the entire past year, respondents are asked to provide counts of prisoners on December 31.

The NPS-1B is administered to 51 respondents—50 states and the BOP. Before 2001, the District of Columbia was also a respondent; however, responsibility for housing the District of Columbia’s sentenced felons was transferred to the BOP, and by year-end 2001 the District of Columbia no longer operated a prison system. For the majority of years, the NPS-1B boasts a 100% participation rate. While approximately half of the states meet the requested submission deadline of February 28 each year, the data collection agent must follow up with the rest of the respondents to obtain data in time for the annual *Prisoners* series and *Corrections Populations in the United States* series of bulletins. For late-reporting states, the data collection agent will be expected to provide BJS with estimates of year-end prison population counts using a variety of statistical or information theoretic approaches.

In 2008, combined NPS-1 and NPS-1B data from 1978 through 2016 were archived for public use at the National Archives of Criminal Justice Data (NACJD; <https://www.icpsr.umich.edu/icpsrweb/NACJD/series/886>). NPS data also populate the prison portion of the Corrections Statistical Analysis Tool on the BJS website (<https://www.bjs.gov/index.cfm?ty=nps>). The data collection agent will be expected to provide an annual final NPS-1B dataset to BJS for archiving by September 30 of the calendar year in which the data collection began.

The general schedule for the NPS-1B is as follows:

- January 1: Send letter and instructions to jurisdictions to solicit data.
- March 21: Collect or impute 100% of jurisdiction and custody counts (items 1 to 5 on the NPS-1B).
- March 31: Deliver the jurisdiction/custody dataset to BJS.
- May 1: Collect or impute 100% of all NPS-1B data elements.
- May 15: Deliver the final complete dataset to BJS for use in the *Prisoners* bulletin web tool.
- September 30: Submit the archival dataset to BJS.

Data collection instruments used for the NPS can be found at <https://www.bjs.gov/index.cfm?ty=dcdetail&iid=269>. Data from the NPS collection are published in the annual *Prisoners* series of bulletins, available at <https://www.bjs.gov/index.cfm?ty=pbse&sid=40>.

The NPS collects an abbreviated set of prison population and capacity counts from the five permanently inhabited U.S. territories (American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands) using the NPS-1T form. The territorial collection follows the same time frame as the NPS-1B.

Further information on the NPS-1B and NPS-1T collections can be found in the most recent Office of Management and Budget (OMB) clearance package (<https://www.reginfo.gov/public/do/PRAOMBHistory?ombControlNumber=1121-0102>).

### ***National Corrections Reporting Program***

Through the NCRP, BJS collects individual- or offender-level data on state prisoners during their admission, custody duration, and release from prison and entrance to and exit from PCCS programs. These data are crucial to BJS's efforts to study important issues in corrections, including recidivism and reentry, success and failure on PCCS, changes in the racial and offense composition of prison populations, aging of correctional populations and the implications for correctional health care costs, mortality in prisons and under community supervision, and factors affecting prison population growth (such as length of stay and admissions). As state correctional systems have evolved to deal with changes in state laws, budgets, and evidence-based rehabilitation practices, BJS has updated the NCRP to better capture the current state of corrections.

A critical goal for this project is to enhance the timeliness and quality of the data products produced from the NCRP. BJS seeks a data collection agent that can handle the information system processing and database management tasks of the NCRP project, develop and implement procedures to streamline data processing tasks while maintaining high standards for data reliability, and bring substantive knowledge of corrections to help develop new statistical products from the NCRP.

NCRP data are derived from state prison and PCCS administrative records. Each year, state DOCs provide BJS data collection agents with data extracts from the state information systems that contain variables describing offender movements and characteristics. Currently, the NCRP consists of five parts, each representing a cohort of offenders:

- Part A records contain data on prisoners admitted to state prison during a calendar year.
- Part B records contain data on prisoners released from state prisons during a calendar year.
- Part D records contain data on prisoners incarcerated in state prison at year-end. The Part D records were collected beginning in 1999.
- Part E records contain information on entries into PCCS programs during a calendar year.
- Part F records contain data on prisoners released from PCCS programs during a calendar year. These records are equivalent to the old Part C records but include other PCCS programs not traditionally counted under the standard definition of parole.

The collection of information on the entrance to and exit from PCCS programs began during calendar year 2013 (reporting year 2012) as a replacement for the old Part C records, which covered only exits from community supervision programs. When BJS began the NCRP collection, prisoners were assumed to begin their PCCS immediately on release from prison. In reality, there is often a period of several days to weeks and even months during which prisoners are assigned to a program and paperwork is processed. This lag between prison release and

entry into a PCCS program will result in erroneous calculations for time under supervision if the two are assumed to occur on the same day. In addition, five states (Georgia, Massachusetts, Nevada, Pennsylvania, and South Carolina) have separate entities that control prison and PCCS programs and do not share prisoners' identification (ID) systems, making it nearly impossible to link prison and PCCS records in these states. Obtaining PCCS entry dates will allow for closer alignment and matching of prison release records.

State participation in the NCRP never reached 100% and declined during the 2000s, but a concerted effort during the past 10 years to re-enroll lapsed participants, request data for missing years, and encourage new states to participate resulted in 100% participation by states from 2011 to 2014, the highest in the NCRP's history. The chosen data collection agent will be expected to leverage this participation by encouraging states to submit missing data and data types they may have neglected in previous years. Table 1 shows the number of states that participated in the NCRP through the 2018 data collection year.

<b>NCRP Part</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011*</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018**</b>
A	40	41	43	45	47	48	48	47	46	44	47	40
B	39	40	43	45	47	49	49	47	47	47	49	40
D	31	32	39	44	45	47	48	48	47	46	47	39
E	10	10	11	12	18	26	31	29	34	32	33	30
F/C	23	23	24	26	16	29	33	30	33	32	32	29
Any	43	44	46	48	50	50	50	50	49	47	49	44

\*In 2011, Part C records were not solicited during the redesign of the data collection for post-custody supervision programs.

\*\*2018 data are as of September 9, 2019.

The data collection agent is expected to solicit participation from the 50 states for all parts of NCRP data each year. The completeness of NCRP data, by type of data (parts A, B, D, E, and F) may vary in the variables for which data are provided and the types of records provided. For example, some states may not have provided data on the type of prison admission (e.g., new court commitment or PCCS violator) for a particular year, or they may have provided records for persons sentenced to less than one year. Although these records (offenders sentenced to less than one year) are inconsistent with BJS definitions of a sentenced offender, BJS collects these records and classifies them in a manner consistent with its definitions. Records of unsentenced offenders or offenders sentenced to less than one year who enter prison are useful to BJS for other purposes. For example, in states with an integrated prison and jail system, the records of unsentenced admissions can be used to understand movements into and out of what could be considered a jail setting.

To generate similar year-to-year distributions of offenders admitted to state prisons, incarcerated in prisons at year-end, released from state prisons, and entering and exiting PCCS supervision, BJS has prepared a set of processing standards for each data collection year. The standards have been designed and applied to the source data provided by state respondents to prepare a set of analytic tables for internal use that help to assess the reliability of the data submissions over time and across responding states. However, the data collection agent must understand the resource, technology, and time limitations of each state and be prepared to accept data files of varying formats, completeness, and quality. The data collection agent must be flexible in the review and processing of the data, and work with state respondents to obtain



the best quality data over the long term. This includes an annual review of the data within 2 weeks of its receipt, statistical comparison with previous years' reported distributions, email and telephone conversations with the state respondent to discuss issues, and encouragement of and technical assistance for states to submit past years' missing data or missing NCRP data types over the next few years.

Besides recruiting new and lapsed states to participate in the NCRP, the data collection agent for the 2010-2014 NCRP had developed methods for linking prison admission, year-end stock, and release records between 2000 and 2012 into prison terms for the majority of state prisoners in the NCRP. A term is defined as the period from admission to release. Individual prisoners' admission, stock, and release records are linked through unique state or federal offender ID numbers. Other NCRP variables provide validation of the identity and prison sentence for each prisoner. Multiple terms for individual prisoners were further identified and linked within commitments. A commitment is defined as an entry to prison on a new sentence. A prisoner may have more than one admission on a commitment if that prisoner is released from an initial commitment but subsequently returns to prison because of a violation of conditions of supervision. The data collection agent for the RY 2020-2024 NCRP will be expected to continue to construct these term records and to enhance the record linkage by incorporating the PCCS records into the existing term records. BJS also anticipates that the data collection agent will investigate the possibility of linking NCRP records from years before 2000, when no (or few, in the case of the 1999 collection) year-end stock records were collected.

The NCRP data collection agent will be expected to assist BJS in obtaining permission from state DOCs to collect Social Security numbers and Federal Bureau of Investigation (FBI) ID numbers to allow for the linkage of data within the NCRP collection and potentially to other data collections. This could include writing proposals justifying the need to obtain Social Security numbers and FBI ID numbers; explaining the infrastructure used to protect personally identifiable data; or petitioning state governors, attorney generals, or correctional commissioners.

NCRP data are currently being used to expand the online Correctional Statistical Analysis Tool for Prisoners (CSAT-Prisoners; LINK). The improved tool will allow for more detailed analysis of state prison data. BJS expects the data collection agent to maintain and verify the web tool and provide the mechanism for weighting of NCRP data to the state-level prison population control totals obtained from the NPS.

The NCRP data collection begins on January 1 of the calendar year following the close of the data collection year. Because preparing the NCRP dataset is more involved than preparing the NPS counts, NCRP data have traditionally lagged the aggregate collection in date of submission. The data collection agent will be expected to encourage timely submission of the NCRP data so that annual files can be submitted to the archives prior to the beginning of the next collection year.

The general schedule for the NCRP is as follows:

- January 1: Data collection agent sends letter and instructions soliciting data.
- September 1: Achieve 90% data collection and processing.
- October to November: Data collection agent delivers final data files to BJS, including the linked prison-term record file, the linked PCCS-term record file, files of prison and PCCS records that could not be linked in term records, all records cut into annual files,

- the master ID file (for BJS only), and the facility name file (for BJS only).
- End of December: Data collection agent provides state-specific statistical tables that BJS can deliver via a web tool.
- By January of the following year: BJS archives data at NACJD and produces an internal dataset for BJS use.

A more complete description of the collection can be found in the collection documentation archived at the NACJD, available at <https://www.icpsr.umich.edu/NACJD/>.

### **Goals, Objectives, and Deliverables**

BJS views the NPS as its primary vehicle for obtaining an annual understanding of the movement and year-end status of the prison population at national and jurisdictional levels. The NCRP provides more detailed information that allows BJS to meet many of its statistical goals for reporting on state corrections population movements, especially prison admissions and releases and PCCS entries and exits. Although not currently a part of the NPS or NCRP, probation populations contribute to prison population movements because offenders may be removed from probation and enter prison. In the long run, integrating probation population movements into the NCRP can be established as a goal, particularly in states where probation and PCCS are managed by an executive branch office or in states where prisons, probation, and PCCS are organized within a single department.

Consistent with BJS's mission and the principles and practices of federal statistical agencies, BJS intends to use the NPS and NCRP to enhance the information systems of state DOCs to foster their participation in national corrections statistical reporting programs. To that end, BJS will provide technical assistance, access to online data tools, and support in providing NCRP data through the Global Justice Sharing Initiative of the U.S. Department of Justice (DOJ) (<https://it.ojp.gov/default.aspx?area=globalJustice>).

During this 5-year project, BJS will capitalize on the progress in improving the quantity, quality, and usability of NPS and NCRP data achieved during the previous grant period. Applicants should address how they would meet the following goals and objectives:

#### Project Goals

1. *Maintain a secure file transfer platform website for data submissions to the NPS and NCRP, and for transfer of data to and from BJS.* The data collection agent should encourage NPS and NCRP data providers to submit all data electronically and should make submission of data as easy as possible for states by accepting multiple file types. This benefits all involved parties because it will allow a web-based solution to integrating data collection, analysis, and dissemination. This approach will increase flexibility in reporting, make it easier for states to comply with new reporting requirements, and allow data to be used for multiple purposes if needed (e.g., internal analysis and external sharing).
2. *Meet BJS data security requirements and data collection tool development standards.* The recipient will maintain data securely and confidentially in accordance with 28 C.F.R. Part 22. At BJS's request, the recipient will provide a copy of the data security procedures and copies of forms signed by staff indicating their compliance with 28 C.F.R. Part 22. Applicants should demonstrate their capacity to meet this requirement.

Data transfers between BJS and the recipient will be carried out using the DOJ's secure Justice Enterprise File Sharing tool.

The data collection website should be compatible with the Office of Justice Programs (OJP) environment. In helping to update the tool, the recipient should consult BJS's Data Tool Development Standards (Appendix B), which set out requirements for the architecture framework, data security, technology stacks, and technical documentation. The recipient may be required to manage some information and communications with OJP staff using systems hosted on the OJP network.

3. *Officially consult with an internal institutional review board on an annual basis to review the NPS and NCRP data collections to ensure protection of human subjects.*
4. *Maintain good communications with the BJS grant managers for the NPS and NCRP.* This is expected to include weekly telephone meetings to discuss progress and issues with data collection and processing, annual kickoff meetings at BJS, monthly written progress reports to the BJS grant manager, and compliance with all OJP reporting deadlines.
5. *Encourage external researchers' knowledge and use of NCRP and NPS data through dissemination of NCRP and NPS products.* BJS expects data collection agents to promote products using NCRP or NPS data whether authored by BJS or the data collection agent. This includes proposing presentations for professional or academic conferences and BJS-facilitated meetings of NCRP data providers (discussed below).

#### Goals Specific to the NPS

1. *Improve the timeliness of submitting and delivering NPS data to BJS.* Reduce the lag time between a collection's end of reference year and the release of statistical data from the NPS. In the long run, achieve "real time" transmission, assessment, analysis, and dissemination of data. "Real time" refers to the shortest lag between the end of a reference year and the release of data. During the past few years, two or three states per year have not submitted NPS data. The data collection agent should achieve 100% participation in NPS each year.
2. *Enhance the reliability of NPS data.* Timeliness is essential, but it is more important that data be reliable and of high quality. Challenges to reliability arise when BJS allows variability among states in submitting data elements around a common NCRP definition. Standards need to be developed and implemented to provide reliable data that allow for comparisons across jurisdictions on key measures of correctional population movements. In addition, BJS seeks to reconcile the NPS data relative to other BJS data on correctional population movements, such as the NCRP, Annual Survey of Parole (ASP), and prisoner surveys. Further comparisons to data published by the state DOCs can also identify issues with reliability.
3. *Perform an analysis of NPS data, as requested by BJS.* BJS may request special analysis of NPS data as needed, to include the production of up to 25 tables per year or the provision of tailored datasets.
4. *Study the issue of civil commitments in state correctional systems.* BJS has never attempted to quantify the population of persons held by states under civil commitment statutes. While 20 states and the District of Columbia have laws that allow for the

involuntary commitment of particular sexual offenders following their terms of imprisonment, there is little information available to the public regarding the population size and demographic characteristics, number of admissions to and releases from civil commitment, and conditions of custody. The data collection agent will assist BJS in obtaining OMB clearance under the BJS generic package to conduct guided conversations with contacts in each state with a civil commitment law to determine the ability of states to provide aggregate information on their civil commitment population, the state agencies with jurisdiction over these persons, and whether BJS can obtain annual or periodic aggregate counts of persons held under civil commitment laws, either alone or through a partnership with the National Center for Health Statistics (NCHS).

5. *Assist BJS in the preparation of OMB clearance packages for the NPS-1B.* The NPS will require OMB clearance once during the contract period (December 31, 2023). The data collection agent will compile a first draft of the 2023 package, including background research on how external researchers use the NPS and documentation of changes proposed to the instrument, if any, to include reporting on the implementation of past changes. In addition, any changes proposed to the NPS in years between the 3-year cycle of OMB clearances will require a modification application. The data collection agent will assist BJS in drafting this document.

#### Goals Specific to the NCRP

1. *Improve the timeliness for submitting NCRP data to BJS.* Reduce the lag time between the end of a collection's reference year and the release of statistical data from the NCRP. In the long run, achieve real-time transmission, assessment, analysis, and dissemination of data. "Real time" refers to the shortest lag between the end of a reference year and release of data.
2. *Enhance and expand the NCRP data collection.* The data collection agent should—
  - a. enroll nonparticipating states into the program and expand coverage of participating states to obtain complete participation in all five parts of the NCRP by all 50 states
  - b. encourage states that did not submit data in earlier years to backfill if possible
  - c. encourage states supplying a minimal number of key variables to expand their submission to include all NCRP variables
  - d. encourage states to submit unique state and federal (FBI) ID numbers and Social Security numbers if they are not already doing so
  - e. expand the submission of NCRP PCCS records. During the 5-year project, BJS seeks to achieve 100% state participation in submission of PCCS entry and exit data. Submission of PCCS records has traditionally lagged that of prison records. To enhance the aggregate data collected in the ASP, the data collection agent is expected to continue to encourage more states to provide data on their post-prison community corrections populations. BJS will provide ASP data to the data collection agent to facilitate comparisons between the two collections for data quality checks.
  - f. execute data use agreements (DUA) with state DOCs as required.
3. *Enhance the reliability of NCRP data.* Timeliness is essential, but it is more important that data be reliable and of high quality. Challenges to reliability arise when BJS allows variability among states in submitting data elements around a common NCRP definition. Tasks include—
  - a. develop a reliable and precise statistical adjustment that accounts for nonsubmitting states in the production of national statistics for all measures (e.g., custody counts by

- sex, race and ethnicity, age, offense, sentence length, education level, type of admission and release, recidivism, time served)
- b. develop and implement standard definitions to provide reliable data that allow for comparisons on key measures of correctional population movements across jurisdictions
  - c. reconcile NCRP data relative to other BJS data on correctional population movements, such as the NPS, the ASP, and prisoner surveys. Further comparisons to data published by the state DOCs can also identify issues with reliability.
  - d. update state-specific offense data. Data on state-specific offenses are received as part of the NCRP. The data collection agent is responsible for translating these data into standardized codes defined by BJS. Each year, some changes must be made to the crosswalk between state and BJS offense codes as states pass new legislation or alter existing codes and as new states submit data to the NCRP. Part of this task is to provide feedback to BJS on how agency-wide offense categorization may affect the NCRP and how it might be improved. Each year, the BJS offense codes will be reassessed and evaluated for any commonly used missing offenses.
  - e. continue to assign GID codes for prison facilities on the NCRP Part D records and include this field in the datasets provided to BJS each year. This will allow for easy linkage of the NCRP to the BJS prison facility census.
  - f. improve the quality of rare sentence data. Using data from BJS and other external sources (e.g., state DOC websites and policy organizations), evaluate the quality of data submitted in the NCRP concerning sentences of death (i.e., capital punishment), life, life without PCCS, and life plus additional years. If there are differences, work with state data providers to ensure that NCRP data accurately capture the number of persons serving these rare sentences and that the Part D record for that year and subsequent years reflects the new sentences if sentences are downgraded or changed while the prisoners are in custody.
  - g. update state corrections policy fact sheets on an annual basis (<http://www.ncrp.info/SitePages/StateFactSheets>)
  - h. on an annual basis, suggest new data elements for BJS to consider collecting that would enhance the NCRP collection. These suggestions should reflect current topics in the field of corrections and include an explanation of the value such measures would add to the NCRP, whether most states could provide such data, whether the additional variables would cause a significant increase in burden, and anticipated issues with data quality or interpretation.
  - i. propose methods to expand the use of geographic variables in the NCRP dataset, including the county of sentencing and the last known residential address. Proposals should assume that the results will be presented in a BJS special report or periodic statistical tables published on the BJS website.
4. *Continue and enhance construction of prison and PCCS term records.* In 2012, BJS archived the first NCRP dataset with linked prison admission, year-end custody, and release records for 2000 to 2011 (prison term records). This enhanced the usability of data by permitting researchers to create stock populations for any day between January 1, 2000, and December 31, 2011; easily track within-state returns to prison; and more accurately calculate time served for a stock population. The expansion of NCRP PCCS records to include entries and exits for all PCCS programs allowed for the construction of PCCS term records starting in 2013. Applicants should discuss how they will maintain and improve the construction of these term records, linking prison and PCCS term records for prisoners, and testing ways to extend term records to years prior to 2000 in the NCRP, when the year-end custody records were not being collected.

5. *Prepare NCRP datasets for delivery to BJS each year.* Per BJS specifications, the data collection agent will prepare annual datasets and all accompanying documentation, including data solicitation instructions, variable crosswalks, and SAS code to divide and analyze the NCRP data. (See the NCRP archive resource guide <http://www.icpsr.umich.edu/icpsrweb/content/NACJD/guides/ncrp.html> for a list of documentations the data collection agent currently provides.) The annual datasets will include (1) NCRP prison term records for the entire data period that can have linked data (currently 2000 to 2018, but this will extend forward and may extend backward if the data collection agent is able to link earlier years); (2) NCRP PCCS term records for the entire data period that can have linked data; (3) records for states or years in which term records cannot be constructed; (4) annual cuts of the data (one file per year that includes all record types); (5) a master ID file that includes the link between state and FBI ID numbers, names, and the NCRP-specific ID number; and (6) an annual file of ID numbers and prison facilities from the prison year-end custody file.
  
6. *Enhance the quality of statistical reports based on the NCRP data and incorporate NCRP data into other BJS reports at the state and national level.* The content of the NCRP allows for research and reporting on a wide range of topics. BJS seeks to enhance the scope, content, and quality of reports derived from the NCRP. For example, consistent with the recommendations in *Ensuring the Quality, Credibility, and Relevance of U.S. Justice Statistics*, BJS aims to use the NCRP to study transitions between stages of the corrections process, to decompose these changes by state and demographic group, to assess how sentence length and admissions contribute to changes in prison populations, and to produce other routine statistics on the movements of offenders. The data collection agent should have substantive expertise in corrections and in-depth knowledge of NCRP data so it can assist BJS in developing statistical products from the NCRP. Specific deliverables required each year include—
  - a. national and state estimates of recidivism (both release cohort-based and total offender population-based) for use in the BJS *Prisoners* bulletin series
  - b. national and state standard statistical tables of prisoner characteristics (sex, race, age, education, criminal history, sentence, and offense) that can be released via the BJS Corrections Statistical Analysis Tool (CSAT) Prisoners web tool
  - c. national and state estimates of time served and expected time served for all offenders (not only release cohorts), stratified by offense, sex, race, age, and type of admission
  - d. short-term (2 to 3 years) prison population projections by state for inclusion in the annual *Prisoners* series of bulletins, along with a review and deconstruction of deviations of the previous year's projections from what actually occurred
  - e. a forecast of the proportion of prisoners in each state who could be expected to serve at least 10, 20, 30, 40, or more years, which involves using a model-based approach (including sentencing information, offense, sex, race, age, and other factors) to provide a state-level estimate of long-term prisoners.
  
7. *Foster strong working relationships with state corrections research units and data providers and encourage the use of NCRP data in appropriate comparisons between states.* BJS will enhance its working relationships with state DOCs by building effective partnerships based on sharing data and information. The data collection agent should establish and maintain strong working relationships with data providers, demonstrate

knowledge and understanding of their system, and provide technical assistance as needed in solving related problems.

- a. The data collection agent will assist in developing the programmatic aspects of a data providers' meeting to be held every 12 to 18 months. BJS has held three NCRP meetings that helped foster better relationships with the states, encouraged participation in NCRP and other BJS collections, and allowed state DOCs to exchange research and best practices.
  - b. BJS aims to improve partnerships with data providers by developing online data analysis tools to share NCRP data with providers to help meet some of their needs for comparative data. The data collection agent should be prepared to update and expand existing state fact sheets annually (<http://www.ncrp.info/SitePages/StateFactSheets>) and suggest logical groupings of states based on shared legislative, criminal justice, geographic, and demographic characteristics. These groupings should be programmed into the online site hosted by BJS for easy use by state DOCs and other stakeholders
8. *Expand linkage of NCRP data to other administrative data.* The data collection agent will help BJS further expand this goal by preparing NCRP datasets for linkage, performing linkage in some cases, and if requested by BJS, analyzing the resulting linked data. Tasks under this objective will include—
- a. assist in the linkage of NCRP data with data housed at the U.S. Census Bureau. BJS has an interagency agreement with the Center of Economic Studies at the U.S. Census Bureau to link NCRP data under secure conditions to other federal administrative datasets, including the U.S. Census Bureau's Master Address File, Death Master Index, and insurance, employment, and demographic data. BJS may ask the data collection agent to obtain special sworn status at the U.S. Census Bureau or obtain access through an intergovernmental personnel agreement to perform analysis behind the U.S. Census Bureau's firewall or to identify and hire researchers to perform this work.
  - b. Prepare NCRP data for use in BJS recidivism cohort studies. Data from the 2005 and 2016 NCRP release cohorts were linked through the FBI's Interstate Identification Index to historical arrest and prosecution data (rap sheets) to form the basis of BJS's most recent recidivism study (<https://www.bjs.gov/index.cfm?ty=pbdetail&iid=4986>). BJS expects to repeat this study in the future using more recent NCRP data.
9. *Undertake ad hoc analysis of NCRP data as requested by BJS.* BJS may request special analysis of NCRP data as needed, to include the production of up to 25 tables per year or the provision of tailored datasets.
10. *Provide BJS with PCCS entry and exit datasets during the collection year to inform the ASP for certain states.*
11. *Assist BJS in the preparation of OMB clearance packages for the NCRP.* Compiling a first draft of the package will include background research on how external researchers use the NCRP and documentation of changes proposed to the instrument, if any, to include reporting on the implementation of past changes. In addition, any changes proposed to the NCRP in years between the 3-year cycle of OMB clearances will require a modification application. The data collection agent will assist BJS in drafting this document.

BJS seeks a data collection agent that can demonstrate a strong commitment to these goals, has demonstrated expertise in corrections statistics and information system processing, has the capacity to work collaboratively with BJS in setting priorities to make progress toward these goals, and has an ability to work with a diverse group of data providers.

Entities submitting proposals in response to this solicitation should describe the efforts they would undertake to assist BJS in meeting these goals and integrate the description of these activities into their discussion of proposed efforts to address the scope of work for this project.

In addition to required datasets, a draft and final summary overview of research results, interim and final progress and financial reports,<sup>1</sup> BJS may expect scholarly products to result from an award under this solicitation from the work with the U.S. Census Bureau's Center of Economic Studies. These products may be released by either BJS or the U.S. Census Bureau.

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

Applicants should note the Office of Justice Programs (OJP) may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the OJP Grant Application Resource Guide section, entitled, "Information Regarding Potential Evaluation of Programs and Activities."

## **B. Federal Award Information**

Maximum number of awards BJS expects to make	one
Estimated maximum dollar amount for FY 2020-2022 award	\$2.7 million
Total amount anticipated to be awarded under FY 2020-2024 solicitation	\$4.5 million
Period of Performance start date	October 1, 2020
Period of Performance duration	60 months

Please note that applicants should submit separate annual budgets for each fiscal year from 2020 through 2024 and one summary budget for the entire project period.

BJS may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and progress of award-funded work, when making continuation award decisions.

Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application.

BJS may elect to fund applications submitted under this FY 2020 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

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

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<sup>1</sup> See "Federal Award Administration" ("General Information About Post-Federal Award Reporting Requirements") section of this solicitation, below, for additional information.



## **Type of Award**

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

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

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements<sup>2</sup> as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

## **Information System Security and Privacy Requirements**

Award recipients and subrecipients that collect, receive, handle, maintain, transfer, process, store, or disseminate personally identifiable information (PII) (e.g., names, Social Security numbers, last-known addresses, or FBI, state, or Department of Correction (DOC) ID numbers) under BJS’s authority in conjunction with the funded activities must maintain the appropriate administrative, physical, and technical safeguards to ensure that information systems are adequately secured and protected against unauthorized disclosure, in accordance with applicable federal laws, regulations, and other authorities.

Specifically, BJS award recipients and subrecipients are required to, as applicable—

- Follow the [DOJ Cybersecurity and Privacy Rules of Behavior for General Users](#), which pertain to the use, security, and acceptable level of risk for DOJ systems and applications.
- Assess and secure information systems in accordance with the [Federal Information System Modernization Act](#) (FISMA) (P.L. No. 107-347), which appears as Title III of the E-Government Act of 2002 (P.L. No. 107-347).
- Adhere to National Institute of Standards and Technology ([NIST](#)) guidelines to categorize the sensitivity of all data collected or maintained on behalf of BJS.
- Once the system has been categorized, secure data in accordance with the Risk Management Framework specified in [NIST SP 800-37 rev. 1](#).
- Employ adequate controls to ensure data are not comingled with any other data set or product without the express written consent of BJS.
- Reduce the volume of PII collected, used, or retained to the minimum necessary.
- Limit access to identifiable data to only those individuals who must have such access.
- Limit use of identifiable data to only the purposes for which it was approved.
- Notify BJS, within one hour of discovery, of all security incidents that impact a FISMA-defined information system used to support award activities.
- Log all computer-readable data extracts from databases holding sensitive information and ensure that each extract including sensitive data has been erased within 90 days or that its use is still required.
- Ensure all contracts involving the processing and storage of PII comply with DOJ policies on remote access and security incident reporting.
- Complete data security and confidentiality trainings.
- Employ formal sanctions for anyone failing to comply with DOJ policy and procedures, in accordance with applicable laws and regulations.

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<sup>2</sup> The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

Applicants are advised that OJP may audit the FISMA-defined information systems that are used by award recipients during the performance period, to assess compliance with federal laws and regulations related to data management and security.

To ensure that applicants understand the applicable information system security and privacy requirements, BJS encourages prospective applicants to review the relevant provisions of the BJS Data Protection Guidelines, which summarize the federal statutes, regulations, and other authorities that govern data collected and maintained under BJS's authority. The guidelines are available at [https://www.bjs.gov/content/pub/pdf/BJS\\_Data\\_Protection\\_Guidelines.pdf](https://www.bjs.gov/content/pub/pdf/BJS_Data_Protection_Guidelines.pdf).

## **Budget Information**

### **Cost Sharing or Matching Requirement**

This solicitation does not require a match.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:  
[Pre-agreement Costs \(also known as Pre-award Costs\)](#)  
[Limitation on Use of Award Funds for Employee Compensation; Waiver](#)  
[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)  
[Costs Associated with Language Assistance \(if applicable\)](#)

## **C. Eligibility Information**

For eligibility information, see the title page.

For information on cost sharing or matching requirements, see [Section B. Federal Award Information](#).

## **D. Application and Submission Information**

### **What an Application Should Include**

The following application elements MUST be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding: Program Narrative, Budget Detail Worksheet and Budget Narrative, and résumés/curriculum vitae of key personnel.

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

#### **1. Application for Federal Assistance (Standard Form (SF)-424)**

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

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

## 2. Project Abstract

Include a project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

- Written for a general public audience.
- Submitted as a separate attachment with “Project Abstract” as part of its file name.
- Single-spaced, using a standard 12-point Times New Roman font with 1-inch margins.

## 3. Program Narrative

The program narrative should describe how the applicant will address the project’s goals and objectives and meet the deliverables. The program narrative should also address the selection criteria; present a clear understanding of BJS, its mission, and the SJIC; and demonstrate the applicant’s capabilities to complete the tasks in a timely manner.

The following sections should be included as part of the program narrative:

- Statement of the Problem/Description of the Issue.
- Project Design and Implementation.
- Capabilities and Competencies.
- Plan for Collecting the Data Required for this Solicitation’s Performance Measures.

The first two sections of the program narrative should not exceed 25 pages using a minimum of 1.5-line spacing, 12-point Times New Roman font, and 1-inch margins. These limitations apply to tables and figures included in sections a. and b. If the program narrative fails to comply with these length-related restrictions, BJS may negatively consider such noncompliance in peer review and in final award decisions.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under “Goals, Objectives, and Deliverables” in [Section A. Program Description](#).

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

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

### Note on Project Evaluations

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

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

4. [Budget Information and Associated Documentation](#) in the Budget Preparation and Submission Information section.

5. [Indirect Cost Rate Agreement](#)

6. [Tribal Authorizing Resolution](#) (if applicable)

7. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high-risk status\)](#)

8. [Disclosure of Lobbying Activities](#)

9. [Applicant Disclosure of Pending Applications](#)

10. [Research and Evaluation Independence and Integrity](#)

11. [Disclosure of Process Related to Executive Compensation](#)

12. **Additional attachments**

A Privacy Certificate and Human Subjects Protection Certification of Compliance must be completed for each project proposed in an application.

- **Privacy Certification.** The Privacy Certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person, which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable information. Applicants must specify in the Privacy Certificate the specific controls used to safeguard directly identifiable information against unauthorized disclosure. All project staff, including information technology personnel, subcontractors, and/or consultants, with access to identifiable data collected in conjunction with the BJS-funded activities are required to sign a Privacy Certificate to affirm their understanding of and agreement to comply with the terms of access and privacy requirements. Award recipients are responsible for maintaining an updated list of individuals with access to identifiable information and for ensuring that new staff who gain access to such information during the project period sign a Privacy Certificate. A model certificate is located at [www.bjs.gov/content/pub/pdf/bjsmpc.pdf](http://www.bjs.gov/content/pub/pdf/bjsmpc.pdf).
- **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, is located at [www.bjs.gov/content/hscr.cfm](http://www.bjs.gov/content/hscr.cfm).

## How to Apply (Grants.gov)

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

## Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov:

- CFDA: 16.734, Special Data Collections and Statistical Studies
- BJS-2020-17572.

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

## E. Application Review Information

### Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria:

- 1. Statement of the Problem/Description of the Issue (15%)**—Applicants must demonstrate a clear understanding of the project and the SJIC program goals of (a) improving the timeliness of data, (b) enhancing the reliability of data, (c) fostering strong working relationships with and among data providers, (d) improving responsiveness to stakeholder needs, and (e) developing and implementing efficient data collection mechanisms. Applications should demonstrate—
  - awareness of the state of current research
  - knowledge of issues facing tribal jails, how to provide jails with needed information, and challenges tribal jails face in gathering and reporting data
  - knowledge of methods for improving timely survey response
  - understanding of how the SJIC contributes to the corrections field and the tribal justice system.
- 2. Project Design and Implementation (35%)**—Applicants must demonstrate that they can design and implement a high-quality project. Applications should demonstrate—
  - soundness of the methods and analytic and technical approach to addressing the stated aim(s) of the proposed project
  - feasibility of the proposed project
  - awareness of potential pitfalls of the proposed project design and feasibility of the proposed actions to minimize and/or mitigate them
  - a plan for efficiently and cost-effectively administering establishment surveys to tribal jails that collect and process data
  - an understanding of the challenges facing jail respondents in providing data to meet BJS standards and an approach that recognizes and addresses these challenges
  - sound proposed procedures for carrying out the project tasks and meeting the project deliverable time frames. This includes a commitment to identifying,

communicating, and addressing potential problems before they become an issue; and a plan for up-to-date tracking and reporting of data collection progress.

- 3. Capabilities and Competencies (30%)**—Applicants must demonstrate that they have the appropriate corporate and staff capabilities and experience to conduct the work outlined in the project tasks. Applicants should demonstrate—
- a demonstrated ability of the applicant organization to manage the effort
  - the qualifications, demonstrated ability, and experience of the proposed staff who will manage the project and of those who will have day-to-day data collection responsibilities in the use of accepted survey research methods in the following areas: (a) questionnaire design; (b) collection of data from tribal jails; (c) cleaning and verifying data and providing files that exhibit a high degree of accuracy; (d) conducting independent analysis of data; and (e) producing datasets and documentation that require a high degree of attention to detail
  - the qualifications, demonstrated ability, and experience of the information technology staff and the capacity of the computing environment for developing a real-time tracking system (electronic database) and preparing datasets for statistical analysis
  - an adequate management plan for the project, including sufficient delineation of project tasks and how project resources will be used
  - adequate management oversight and quality control procedures
  - successful past performance of the proposed project team in addressing the key objectives for the project
  - demonstrated knowledge of the tribal criminal justice system.
- 4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (5%)**—Proposes efficient data collection activities required to demonstrate the project’s performance in a low-cost manner and as part of the project organization.
- 5. Budget (15%)**—Applicants must demonstrate awareness of methods for using budgetary resources efficiently and effectively and demonstrate appropriate internal controls over these resources. The application budget should be complete, cost-effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) and demonstrate—
- appropriateness of the proposed budget for the level of effort outlined in the project plans
  - total cost of the project relative to the perceived benefit (cost-effectiveness)
  - adequate and efficient assignment of staff to tasks
  - adequate budgetary controls to ensure that resources are managed effectively and in compliance with federal regulations
  - use of existing resources to conserve costs
  - proposed budget alignment with proposed project activities
  - cost-effectiveness in relation to potential alternatives and the goals of the project.<sup>3</sup>

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<sup>3</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

Please note that applicants should submit separate annual budgets for each fiscal year from 2021 through 2025 and one summary budget for the entire project period.

### **Review Process**

OJP is committed to ensuring a fair and open process for making awards. BJS reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

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

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

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

## F. Federal Award Administration Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

### [Federal Award Notices](#)

#### [Administrative, National Policy, and Other Legal Requirements](#)

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

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

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

### [Information Technology \(IT\) Security Clauses](#)

#### [General Information about Post-Federal Award Reporting Requirements](#)

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit certain reports and data.

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

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

## G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

## H. Other Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

### [Freedom of Information and Privacy Act \(5 U.S.C. 552 and 5 U.S.C. 552a\)](#) [Provide Feedback to OJP](#)



### Appendix A: Performance Measures Table

Objective	Performance Measure(s)	Data Grantee Provides
<p>Collect, securely maintain, and process NPS and NCRP data each year throughout the collection period; provide statistical support to BJS through the preparation of ad hoc tables and datasets.</p>	<p>Quality of project management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs were maintained within approved funds.</p>	<p>Monthly and semi-annual progress reports, final datasets for archiving, project plans, regular communication with BJS, quarterly financial statements, and ad hoc analysis results.</p>
	<p>Number of states that complete surveys on time and adhere to data quality standards.</p>	<p>Number of states submitting data in a timely fashion.</p> <p>Number of states with prison and PCCS term records constructed.</p>
	<p>Percentage of records in the database that are complete and accurate.</p>	<p>Number of ad hoc tables and datasets provided.</p>
	<p>Achieve a 3% or less error rate on variables per response agency, item response rate for critical NCRP items.</p>	<p>Verification and quality control checks on data received into the NCRP project; checks of changes or additions made by data providers that result in an error rate whereby follow-up by BJS is required must be limited to no more than 3% of the total number of variables for that agency.</p>
	<p>Number of scheduled data collections series and special analysis to be conducted.</p>	<p>Completion of NPS collection by May each year.</p> <p>Number of standard and single requested datasets on schedule to BJS each year.</p> <p>Verification checks of annual data submitted by agencies to ensure that there will be no more than 5 variables in error for a specific year.</p>

Objective	Performance Measure(s)	Data Grantee Provides
Improve the quality and reliability of NPS and NCRP data.	Data requests completed on time and adhere to data quality standards.	<p>Number of states with updated NCRP offense crosswalks.</p> <p>Number of other BJS or external datasets to which data in NPS or NCRP counts can be reconciled.</p>
	Raw data converted to standardized format.	<p>Evaluate quality of NCRP rare sentence data; work with states to improve if necessary.</p> <p>Complete GID coding of prison facilities in NCRP Part D records.</p> <p>Evaluate ability of sheets to capture reimprisonment data.</p>
	Number of deliverables that meet expectations.	Monthly and semi-annual progress reports, special topical internal reports on data issues, annual suggestions for additional variables for potential addition to NCRP, and updated datasets.
Encourage the use of NPS and NCRP data by external researchers through the development and dissemination of a research program.	Number of times BJS data are used or referenced in academic journals, publications, and mass media outlets.	Number of times NPS or NCRP data are used in published papers (both BJS and external publications).
	Number of documents published.	<p>Number of presentations at professional or academic conferences.</p> <p>Number of published proposals, drafts of papers, final articles, or presentations.</p> <p>Number of uses of the BJS CSAT-Prisoners web tool.</p> <p>Number of uses of state correctional policy fact sheets.</p>

Objective	Performance Measure(s)	Data Grantee Provides
<p>Provide final data files and documentation needed to support the dissemination of the NPS and NCRP. These include the final datasets submitted to BJS and data submitted to the archive at NACJD and for use in the BJS CSAT web tool.</p>	<p>Number of quality records reported in the CSAT web tool.</p>	<p>Complete documentation that data files meet BJS expectations for accuracy and completeness and that project tasks have been completed within the 12-month time frame specified in the project period.</p>
	<p>Percentage of deliverables (including final reports and data files) that meet BJS expectations for depth, breadth, scope, quality of study, and pertinence.</p> <p>Percentage of deliverables (including final reports and data files) that are completed on time.</p>	<p>All applicable deliverables, including final reports and grantee statistical documents authored/co-authored with BJS.</p>
<p>Expand linkage of NCRP to other administrative datasets.</p>	<p>Number of records/data in the database that are complete and accurate</p>	<p>Number of datasets to which NCRP can be linked.</p>
	<p>Number of deliverables that meet expectations.</p>	<p>Special reports or statistical tables using linked data</p>
<p>Develop and conduct guided conversation with 21 jurisdictions on civil commitment populations.</p>	<p>Number of experts consulted in the development of surveys</p> <p>First draft of generic OMB clearance.</p>	<p>Number of experts consulted in the development of surveys.</p> <p>Recommendations on whether BJS should begin collection of information on civil commitment populations.</p>
<p>Assist BJS in preparation of OMB packages for NPS-1B and the NCRP.</p>	<p>Deliverables that meet expectations.</p>	<p>First draft of OMB clearance packages.</p>

**Appendix B: Application Checklist**  
**National Prisoner Statistics Program (NPS) and National**  
**Corrections Reporting Program (NCRP), Reference**  
**Years (RY) 2020-2024**

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

**What an Applicant Should Do:**

*Prior to Registering in Grants.gov:*

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

*To Register with Grants.gov:*

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

*To Find Funding Opportunity:*

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

*After Application Submission, Receive Grants.gov Email Notifications That:*

- (1) application has been received,
- (2) application has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

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

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

**Overview of Post-Award Legal Requirements:**

Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards](#)" in the [OJP Funding Resource Center](#).

**Scope Requirement:**

- The federal amount requested is within the allowable limit(s). (see [OJP Grant Application Resource Guide](#))

**Eligibility Requirement:**

- national, regional, state, or local public and private entities;

- nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations);
- faith-based and community organizations;
- institutions of higher education (including tribal institutions of higher education);
- units of local government that support initiatives to improve the functioning of the criminal justice system; and
- federally recognized Indian tribal governments

### **What an Application Should Include:**

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

- Program Narrative (see page 19)
- Budget Detail worksheet (including Budget Narrative) (see [OJP Grant Application Resource Guide](#))
- résumés/curriculum vitae of key personnel (see page 18)

- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
- Project Abstract (see page 19)
- Appendices (see page 25)
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

### **Additional Attachments**

- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))