



The U.S. Department of Justice, Office of Justice Programs (OJP), [Bureau of Justice Statistics](#) (BJS) is pleased to announce that it is seeking a data collection agent to conduct the data collection activities of the redesigned 2009 State Court Processing Statistics project. As the statistical arm of the U.S. Department of Justice, BJS is responsible for the collection, analysis, publication, and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This data collection program, a component of the BJS Criminal Justice Statistics Program, furthers the mission of the Department and the Office of Justice Programs, by working in partnership with the justice community to identify the most pressing challenges confronting the justice system and to provide state-of-the-art knowledge and information in support of innovative strategies and approaches for dealing with these challenges.

State Court Processing Statistics, 2009 Solicitation

Eligibility

Applications for funds may be submitted by both for-profit (commercial) and nonprofit organizations.

(See more information in the "Eligibility" section on page 4)

Deadline

All applications are due by 5.00 p.m. eastern time on April 8, 2009.

(See "Deadline: Applications" on page 4)

Contact Information

For assistance with the programmatic requirements of this solicitation, contact Thomas H. Cohen, Statistician, Bureau of Justice Statistics, at 202-307-0765 or askbjs@usdoj.gov. Please include "scps09" in the subject line.

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or via email to support@grants.gov. The Grants.gov Support Hotline hours of operation are Monday – Friday from 7:00 a.m. to 9:00 p.m. eastern time.

2009-BJS-2077

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2009 State Court Processing Statistics (SCPS)

CFDA Number 16.734

Overview

The Bureau of Justice Statistics (BJS) is seeking proposals to administer the State Court Processing Statistics Project (SCPS) project. SCPS is a recurring data collection involving the compilation of felony cases processed in a sample of state courts in the nation's 75 most populous counties. Historically, the data collected have included current arrest charges, demographic characteristics, prior arrests and convictions, criminal justice status at arrest, type of pretrial release or detention, bail amount, court appearance record, adjudication outcome, and sentence received if convicted.

In fiscal year 2008, BJS awarded funds to redesign and re-conceptualize the SCPS project. The redesign examines the utility and feasibility of several proposed changes to the data collection instrument and the sampling framework, and will result in a number of recommendations to enhance the existing collection. The redesign work is expected to be completed by July 2009.

The current solicitation will provide an opportunity to begin initiating certain aspects of the SCPS redesign. The recipient of this award will administer the data collection for felony cases processed in the nation's 75 most populous counties, and collaborate with BJS to finalize and implement additional enhancements to the collection as recommended by the redesign work. Applicants are encouraged to review previous BJS reports using SCPS data available on the BJS website at <www.ojp.usdoj.gov/bjs>. BJS anticipates making one award for a 24-month period under this solicitation, with an award date on or after September 30, 2009. BJS is authorized to issue this solicitation under the Omnibus Crime Control and Safe Street Act of 1968, Section 302, as amended.

Deadline: Registration

Registering with Grants.gov is a one-time process; however, processing delays may occur and **it can take up to several weeks for first-time registrants to receive confirmations/user passwords.** OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package to our agency by the application deadline specified. The registration process for organizations involves these steps: (1) Obtain a Data Universal Numbering System (DUNS) number; (2) Register your organization with the Central Contractor Registration (CCR) database; (3) Register with the Grants.gov Credential Provider and obtain a username and password; (4) Register with Grants.gov to establish yourself as an Authorized Organization Representative (AOR); and (5) The E-Business Point of Contact (POC) assigns the "Authorized Applicant Role" to you. For more information about the registration process, go to www.grants.gov. **Note: Your CCR Registration must be renewed once a year. Failure to renew the CCR registration may prohibit submission of a grant application through Grants.gov.**

Deadline: Application

The due date for applying for funding under this announcement is Wednesday, April 8, 2009, 5:00 p.m. eastern time.

Within 24-48 hours after submitting your electronic application, you should receive an email validation message from Grants.gov. The validation message will tell you if the application has been received and validated or if it has been rejected, and why.

Important: You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused the rejection notification.

If you experience unforeseen Grants.gov technical issues beyond your control, you must contact OJP staff **within 24 hours after the due date** and request approval to submit your application. At that time, OJP staff will require you to email the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OJP reviews all of the information submitted as well as contacts Grants.gov to validate the technical issues reported by the applicant, OJP will contact you to either approve or deny the request.

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 Grants.gov instructions on how to register and apply as posted on its website; (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 Grants.gov are posted on the OJP funding web page, <www.ojp.gov/funding/solicitations.htm>.

Eligibility

Both for-profit (commercial) and non-profit organizations may apply for funds. However, consistent with OJP fiscal requirements, for-profit organizations are not allowed to make a profit as a result of this award or to charge a management fee for the performance of this award.

Faith-Based and Other Community Organizations: Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., remove religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see the section titled, "Funding to Faith-Based Organizations" on the "Other Requirements for OJP Applications" webpage at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations:

Applicants are limited to for-profit (commercial) organizations, non-profit organizations, faith-based and community organizations, institutions of higher learning, and consortiums with demonstrated organization and community-based experience working with American Indian and Alaska Native communities, including tribal commercial and non-profit organizations, tribal colleges and universities, and tribal consortiums.

All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

Applicants are also encouraged to review the "Civil Rights Compliance" section on the "[Other Requirements for OJP Applications](#)" webpage, which can be found at the web address shown above.

Project-Specific Information

Since 1988, the Bureau of Justice Statistics (BJS) has sponsored a biennial data collection on the processing of felony defendants in the state courts of the nation's 75 most populous counties. Previously known as the National Pretrial Reporting Program, this data collection series was renamed the State Court Processing Statistics (SCPS) program in 1994 to better reflect the wide range of data elements collected.

From 1988 through 2006, the SCPS project involved collecting detailed case processing information on approximately 15,000 felony cases filed during the month of May in 40 of the nation's 75 most populous counties. These cases were tracked for up to 1 year with data collected on a variety of felony case processing characteristics. These included the

types of arrest charges filed against felony defendants; conditions of pretrial release including bail amounts and type of release bonds; and pretrial misconduct including court appearance records, violations of release conditions; and re-arrests committed while on pretrial release. The adjudication outcomes encompassing the dismissal, diversion, guilty plea, and trial conviction rates for felony defendants are also recorded. For those defendants convicted, sentencing data are collected. The SCPS project also obtained data on the defendant's demographic characteristics; criminal justice status at the time of arrest; and prior arrests, convictions, and incarcerations.

The SCPS project is an authoritative source about felony defendants and felony case processing in large urban counties. SCPS is the only data source for information on how many defendants charged with a felony are released on pretrial, how they are released, and the overall rate of pretrial misconduct among these felony defendants. In addition, SCPS provides information on the rates in which defendants charged with a felony are actually convicted and the relationship between criminal history and pretrial release, conviction, and sentencing.

The SCPS data have been used to generate several BJS reports on felony case processing and pretrial release and misconduct in the nation's 75 most populous counties. The report titled *Felony Defendants in Large Urban Counties* can be accessed at the following Internet link <<http://www.ojp.usdoj.gov/bjs/periodic.htm>>.

In 2008, BJS solicited proposals to redesign the SCPS project. The SCPS redesign involved a variety of components including (1) redesigning the SCPS data collection instrument to include more detailed pretrial release and misconduct data, (2) developing and testing alternative sampling strategies that allow for an examination of felony case processing in counties outside the nation's 75 most populous, including suburban and rural counties, (3) developing strategies that allow for periodic modular enhancements of SCPS including the ability to identify counties with case management systems capable of measuring pretrial release and felony case processing in a more extensive manner, (4) developing statistical models for assessing the reliability of the proposed sampling frameworks, and (5) developing procedures that minimize data collection costs. The redesign work is expected to result in a number of recommendations to enhance the existing SCPS data collection. The recipient of the current award will collaborate with BJS to finalize and implement the appropriate recommendations from the redesign work and administer the next iteration of the SCPS data collection.

Scope of Work

The objectives of this project are to administer the redesigned SCPS data collection project. Specific objectives include (1) developing detail project timetable, (2) finalizing and implementing proposed data collection instrument, (3) selection and implementation of proposed sampling framework capable of examining felony case processing in a sample of the nation's 75 most populous counties, (4) determining feasibility of implementing alternative sampling strategies that allow for an examination of felony case processing in counties outside the nation's 75 most populous and implementing the strategy if indicated, (5) assessing the feasibility of modular enhancements for SCPS and implementing those enhancements as appropriate, (6) tracking felony case processing in the selected sample of counties, (7) compiling profiles of sampled counties, and (8) delivering detail data file to BJS. Each of these objectives is described in more detail below.

1. Develop a detailed timetable for each project task. All tasks should be completed within 24 months of the award date. After the BJS Project Manager has agreed to the timetable, all work must be completed as scheduled. The timeline should be reasonable given the scope of work proposed, include communication with BJS and deliverables, and allow for the OMB review and approval process. BJS will secure Office of Management and Budget Approval for the project.
2. Finalize and implement the data collection instrument. As a result of the SCPS redesign, the data collection instrument will be reformatted in order to include more detail pretrial related and case processing data. The recipient will implement the redesigned SCPS data collection instrument.
3. Select and implement a sampling framework capable of examining felony cases processed in a sample of 40 of the nation's 75 most populous counties. Historically, this task has included collecting detailed case processing data for every felony case filed on certain randomly selected business days in May of the data collection year in a sample of 40 of the nation's 75 most populous counties. The number of days sampled depends upon the sampling stratum in which selected counties were located. For example, stratum one counties provide felony filing data for five randomly selected business days, stratum two and three counties provide felony filing data for 10 randomly selected business days, and stratum four counties provide felony filing data for 20 randomly selected business days during the month of May 2009. The recipient will determine which randomly selected business days will be used to collect information on felony cases. Please contact Thomas H. Cohen to obtain a list of the 40 sampled counties and the stratum in which they have been placed in previous SCPS data collections. For budgeting purposes, the applicant should assume a similar approach as described above, but also allow for adjustments as recommended through the redesign work.
4. Determine the feasibility of implementing alternative sampling strategies that allow for an examination of felony case processing in counties outside the nation's 75 most populous and implementing the strategy if indicated. Prior to the redesign, the SCPS project was not capable of tracking felony case processing in counties that were outside the nation's 75 most populous. The redesign examines alternative strategies of sampling felony case processing in counties that were not within the nation's 75 most populous. The recipient will work with the BJS project monitor to determine the feasibility of enlarging the sample to include counties that fall outside the nation's 75 most populous. The decision to select alternative sampling frameworks will depend on a combination of cost factors, sampling validity, and the capacity of the recipient to implement an enlarged sample.
5. Assess the feasibility of modular enhancements for SCPS and implementing those enhancements as appropriate. Previous iterations of SCPS were not capable of modular enhancements. The redesign explores modular enhancement options including examining felony case processing for specific counties or identifying select counties to collect more detail pretrial data. The recipient will work with the BJS project monitor to evaluate feasibility of implementing proposed modular enhancements in SCPS redesign.

6. Track felony case processing in the selected sample of counties. Historically, this task has included approximately 15,000 sampled felony cases processed in 40 of the nation's 75 most populous counties. The applicant should follow these historical parameters for budgeting purposes on this task. The felony cases will be tracked from initial filing until case disposition or for one year after the initial filing. If necessary, murder cases will be tracked for an additional year. Information on all cases will be coded onto the data collection instrument, which may entail training and compensating court, pretrial, or jail staff to assist with the data collection. The recipient should minimize data collection costs and respondent burden by creating and maintaining a website where respondents can submit their data. Electronic data submission is the preferred method of response, and respondents should be encouraged to use this method. The recipient should also implement and maintain an automated 'real-time' system to provide ongoing status information regarding the data collection. This automated tracking system should remain current and be accessible to the BJS project monitor.
7. Compile profiles of sampled counties to include population demographics, pretrial release programs, and prosecutor screening procedures.
8. Deliver to BJS an electronic version of the data in an SPSS format and supporting documentation. Documentation should include, but is not limited to, a comprehensive codebook detailing variable positions, data coding, variable and value labels, procedures for data verification, any recoding implemented during the data cleaning process, and copies of all programs used to generate data or published statistics. All data and documentation will be posted on the BJS website, and data will be archived at the National Archive of Criminal Justice Data (NACJD) at the University of Michigan. All data collected under the project remain property of BJS until such time that BJS releases the data to the public. The grantee may not use any data obtained through this project for any presentations or publications and may not disseminate these data until BJS has released the data to the public.

Additional guidance

1. The recipient will maintain regular communication with BJS and collaborate to review, finalize, and implement as appropriate the recommendations from the redesign work.
2. Direct experience in collecting felony case processing data from key state agencies including courts, pretrial agencies, sheriffs' offices, jails, and state criminal history depository programs is critical. The applicant should understand the intricacies involved in collecting automated court, pretrial, and criminal history data.
3. In preparing proposals for this solicitation, applicants are strongly encouraged to consider the extant BJS statistical reports on felony case processing, available on the BJS website at <www.ojp.usdoj.gov/bjs>. In addition, a review of the SCPS data file and codebook on ICPSR may be helpful.
4. A clear project management structure and plan, project timeline, and reasonable budget approach for administering the redesigned SCPS project is required. The project management plan should include the responsibilities and activities of each

principal staff member. The budget detail should provide direct linkage to the activities to be performed.

The recipient should also develop procedures that minimize data collection costs, including, but not limited to a web-based data collection and tracking system for all case processing information.

Funding Information

Funding under this competitive grant announcement is contingent on the availability and amount of FY 2009 funding available. The project should take 24 months to complete; however, funding will be split into two years covering 12 months each period. Cost estimates are not to exceed \$600,000 for the initial 12-month period. Funding for the subsequent 12 months may include reasonable increases for cost-of-living expenses and changes in scope of work, where applicable.

BJS recommends that applicants divide the proposed work into discrete phases, with each phase resulting in the delivery of a measurable deliverable. Although BJS cannot guarantee that subsequent phases, stages, or tasks will be funded, this approach will enable BJS 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.

Limitation on Use of Award Funds for Employee Compensation; Waiver: No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash *compensation* (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at www.opm.gov.) This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application. The justification should include: the particular qualification and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project undertaken with the grant funds and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with her/his qualifications and expertise, and for the work that is to be done.

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. Additionally, applicants must discuss their data collection methods in the application. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
To collect administrative, pretrial, court, jail, and criminal history data on felony cases processed in sampling framework agreed upon by applicant and project monitor.	<p>Achieve a 95% or higher survey response rate.</p> <p>Achieve a 95% or better survey response rate for core items.</p> <p>Successfully complete the data collection within the required schedule.</p>	<p>Survey response rate. (Target: 95% or higher. A response rate lower than 95% threshold is unacceptable).</p> <p>Minimal number of missing or inconsistent data in data file (Target: 5% or less). Recipient must conduct data entry validation checks that result in an effective error rate low enough that follow up by BJS is required for no more than 5% of all respondents.</p> <p>Complete all tasks listed in deliverables and meet all performance measures on time and within budget (24 months).</p>

How to Apply

DOJ participates in Grants.gov— a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.gov Instructions: Complete instructions can be found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at 1-800-518-4726, Monday - Friday from 7:00 a.m. to 9:00 p.m. eastern time.

Note: OJP’s Grants Management System (GMS) does not support Microsoft Vista or Microsoft 2007. Therefore, OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. GMS downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. Applications submitted via GMS must be in the following formats: Microsoft Word (*.doc), Word Perfect (*.wpd), Microsoft Excel (*.xlm), PDF files (*.pdf), or Text Documents (*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extensions of “.docx.” Please ensure the documents you are submitting in Grants.gov are saved using “Word 97-2003 Document (*.doc)” format. Additionally, 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.”

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.734, titled "Special Data Collections and Statistical Studies" and the funding opportunity number is 2009-BJS-2077.

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. 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. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <<http://www.dunandbradstreet.com>>. Individuals are exempt from this requirement.

Central Contractor Registration (CCR) is required: In addition to the DUNS number requirement, 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 registration procedures can be accessed at www.ccr.gov.

What an Application Must Include

When applying for federal funding, applicants must provide the following:

Standard Form 424
Program Narrative
Budget and Budget Narrative
Indirect Cost Rate Agreement (*if applicable*)
Other Attachments

- Applicant must complete the online Application for Federal Assistance (SF-424), a standard form that most federal agencies use.

Project and Budget Related Attachments

- The project narrative should describe activities as discussed in the Scope of Work and address the evaluation criteria. The project narrative should contain a detailed timeline for project activities, a description of the survey methodology to be used, including defined geographic boundaries, data collection method, data entry, and data documentation procedures.
- The Budget Detail Worksheet may be found through the Internet at <http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf> OJP Standard Forms & Instructions. The OJP Financial Guide, which governs the administration of funds and contains information on allowable costs, methods of payment, audit requirements, accounting systems, and

financial records, is available on the OJP website at <http://www.ojp.usdoj.gov/financialguide/index.htm>>. If you have any questions, please contact the OJP Office of the Comptroller's Customer Service Center at 1-800-458-0786.

- Applicants that do not have a federally negotiated indirect cost rate and wish to establish one, may submit a proposal to their "cognizant" federal agency. In general, 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, information needed to submit an indirect cost rate proposal can be obtained at http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf>.

Other Attachments

- **Key staff information.**
Information on key staff includes a staff loading chart, by task and contract year, showing the role and number of hours (per year) committed for proposed staff; identification of proposed key personnel and their qualifications for the significant functions in this project, along with concise descriptions of the duties each will perform under the grant; and an identification by name of all key personnel with decision-making authority.
- **Privacy Certification.**
The Privacy Certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person, which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable data. A model certificate is located at <http://www.ojp.usdoj.gov/bjs/pub/pdf/bjsmpc.pdf>>.
- **Human Subjects Protection Certification of Compliance.**
BJS requires the funding recipient to submit proper documentation to be used to determine that the research project meets the federal requirements for human subjects protections set forth in 28 CFR Part 46. A model certificate, describing the necessary information to be provided by the funding recipient, can be accessed at <http://www.ojp.usdoj.gov/bjs/hscr.htm>>.
- **Assurances and Certifications.**
Applicants are required to submit as an attachment signed copies of these assurances and certifications electronically through Grants.Gov. It is critical that the name, address, telephone number, fax number, and e-mail address of the authorizing official on these online forms are correct. These forms can be obtained on OJP's funding page at <http://www.ojp.usdoj.gov/funding/forms.htm>>.

(1) **Assurances.** The applicant must comply with the assurances in order to receive federal funds under this program. It is the responsibility of the recipient of federal funds to fully understand and comply with these requirements. Failure to comply may result in withholding of funds, termination of the award, or other sanctions.

(2) **Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace.** This form commits the applicant to comply with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "A Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for a Drug-Free Workplace (Grants)."

Selection Criteria

Proposals should describe the plan and implementation strategies outlined in the Scope of Work. Information on staffing levels and qualifications should be included for each task and descriptions of experience relevant to the project. Resumes of the proposed project director and key staff should be submitted with the proposal.

The applicant will be evaluated on the basis of—

1. Program Narrative (10%)

Content of the proposal and how it addresses the tasks in the scope of work and scheduled timeline. Demonstrated knowledge and understanding of prosecution and adjudication statistics, and data collection.

2. Project Design and Implementation (25%)

Technical feasibility of the proposed project design and reasonableness of the proposal given the scope of work and tasks to be completed.

3. Capabilities/Competencies (35%)

Demonstrated ability and experience in collecting data from large number of justice related agencies or similar entities. Demonstrated knowledge of applied survey research, including survey construction, interview techniques, data collection, data coding, entry and verification, and the production of public-use data files. This includes availability of an adequate computing environment, knowledge of standard social science data processing software, and demonstrated ability to produce SPSS readable data files for analysis and report production.

4. Budget (20%)

Demonstrated fiscal, management, staff, and organizational capacity to provide sound management for this project. Applicant should include detailed staff resources and other costs by project tasks. The budget should be reasonable given the technical approach and scope of proposed work to be completed.

5. Impact/Outcomes and Evaluation (10%)

Demonstrated ability to achieve an overall 95% or higher response rate with minimal missing data.

Review Process

The applicant will be evaluated based on the requirements provided under the “Selection Criteria.” OJP is committed to ensuring a standardized process for awarding grants. The Bureau of Justice Statistics reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer Reviewers will be reviewing the applications submitted under this solicitation as well. The Bureau of Justice Statistics may use either internal peer reviewers, external peer reviewers or a combination of both 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 an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee.

Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements 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 may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with the Bureau of Justice Statistics, conducts a financial review of all 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. OCFO also reviews the award document and verifies the OJP Vendor Number.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below 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.

- Civil Rights Compliance
- Funding to Faith-Based Organizations

- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with the 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