



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is pleased to announce that it is seeking applications to design and develop the National Pretrial Reporting Program. As the principal federal statistical agency in the Department, 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 furthers the Department's mission by working in partnership with the justice community to identify the most pressing challenges confronting the justice system and to provide information in support of innovative strategies and approaches for dealing with these challenges.

National Pretrial Reporting Program

Eligibility

Eligible applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortia with demonstrated organizational and community-based experience working with American Indian and Alaska Native communities, including tribal for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal consortia. For-profit organizations must agree to forego any profit or management fee.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 12.) All applications are due by 11:59 p.m. eastern time on June 8, 2012 (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or via e-mail to support@grants.gov

Note: The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact Thomas H. Cohen, BJS Statistician, at 202-307-0765 or by e-mail at askbjs@usdoj.gov. Include "NPRP2012" in the subject line.

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National Pretrial Reporting Program (CFDA # 16.734)

Overview

The Bureau of Justice Statistics is seeking applications to design and test strategies to field the National Pretrial Reporting Program (NPRP). NPRP will replace the State Court Processing Statistics (SCPS) program as BJS's primary data collection series focused on the pretrial release process in state courts. Historically, SCPS compiled case-level information on pretrial release and misconduct, as well as other components of criminal case processing, on a sample of defendants charged with a felony during the month of May in the nation's 75 most populous counties. It excluded non-felony defendants, cases filed during other parts of the calendar year, and jurisdictions outside the nation's 75 most populous counties. The SCPS surveys were conducted every 2 years from 1988 through 2006.

Expanding beyond SCPS's focus on the 75 largest counties, the goal of the new NPRP is to generate national estimates on pretrial release and misconduct in state courts. The successful applicant will engage in a design and development effort that allows for the generation of key measures of interest in the pretrial area from a nationally representative sample of state trial courts. The successful applicant will also develop an implementation plan to conduct the first wave of data collection in this new statistical series. BJS anticipates making one award for a 20-month period under this solicitation. BJS is authorized to issue this solicitation under the Omnibus Crime Control and Safe Streets Act of 1968, Section 302.

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. The deadline to apply for funding under this announcement is 11:59 eastern time on June 8, 2012. See the "How to Apply" section on page 12 for details.

Eligibility

Refer to the title page for eligibility under this program.

Project-Specific Information

BJS collected information on pretrial release and misconduct through the State Court Processing Statistics (SCPS) program from 1988 through 2006. Originally developed in 1982 and known through 1994 as the National Pretrial Reporting Program, the SCPS provided data on the criminal justice processing of felony defendants in a sample of 40 of the nation's 75 most populous counties. The program prospectively tracked an estimated 15,000 individual felony defendants from being charged by the prosecutor during the month of May of an even number year until disposition of their case or for a maximum of 12 months. The SCPS project obtained data on a variety of felony case processing characteristics for each individual defendant,

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including demographic characteristics, arrest offenses, criminal justice status at the time of arrest, prior arrests and convictions, bail and pretrial release, court appearance record, re-arrests while on pretrial release, adjudication outcomes including whether and how the defendant was convicted, and type and length of sentence. BJS produced the *Felony Defendants in Large Urban Counties* series based on data collected through the SCPS project. The most recent report, *Felony Defendants in Large Urban Counties, 2006*, can be accessed on the BJS website at www.bjs.gov. In addition to this report, applicants are encouraged to review the SCPS materials available on the National Archive of Criminal Justice Data (NACJD) available at www.icpsr.umich.edu/icpsrweb/NACJD.

In fiscal year 2008, BJS made an award to re-conceptualize SCPS to take into account the increasing levels of automation in state courts and other enhanced data collection mechanisms that have occurred since the late 1980s. The SCPS redesign program explored enhancements to the study design and examined the possibility of collecting more detailed pretrial data in state courts. Another SCPS data collection effort was funded in 2009 to assess the types of pretrial and case processing data available in administrative court case management systems, and to continue the data collection of key pretrial information in the nation's 75 most populous counties. While these redesign efforts have been useful, they have been constrained by the parameters of the SCPS sample design.

Recently, BJS redesigned the National Judicial Reporting Program (NJRP) for the purpose of reconfiguring one of its key data collection series in the area of criminal courts. As currently envisioned, the redesigned NJRP will collect both conviction and non-conviction outcomes for serious criminal cases disposed in state trial courts. Given the expanding scope of NJRP, BJS will no longer need the SCPS to generate adjudication and sentencing outcomes for felony defendants in the nation's 75 most populous counties. Therefore, the work of the SCPS project will narrow its focus to pretrial release and misconduct in state courts and be renamed NPRP to highlight the new emphasis on the pretrial process.

The successful applicant will engage in a design and development effort that generates key measures of interest in the pretrial area from a nationally representative sample of state trial courts. Given the costs in collecting pretrial release and misconduct data, the NPRP design and development effort will move away from collecting information about individual level cases. Specifically, this project will explore the feasibility of collecting information on the mechanisms of pretrial release from a national sample of state trial courts and aggregate counts of several pretrial measures, including the number of defendants released pretrial, the methods of release, and the numbers of released defendants who committed some form of pretrial misconduct. The successful applicant will also develop an implementation plan to conduct the first wave of this new statistical series. BJS anticipates making one award of up to \$350,000 to complete this work over a 20-month period.

Statement of Work

The objectives of this project are to—

1. Schedule a kickoff meeting and develop a plan to complete the design, development, and implementation strategies for NPRP no later than 20 months after the start date.
2. Develop a list of data elements that includes key measures of interest in the areas of pretrial release and misconduct in state courts that could be collected by NPRP.
3. Develop a survey instrument that can assess capacities of local jurisdictions to provide statistical information on pretrial release and misconduct at the aggregate level.

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4. Identify 50 to 100 jurisdictions in which to field the NPRP Jurisdictional Capacity Survey.
5. Obtain clearances and approvals to field the NPRP Jurisdictional Capacity Survey, including obtaining approvals from the Office of Management and Budget (OMB).
6. Field the NPRP Jurisdictional Capacity Survey and produce report highlighting survey's findings.
7. Utilize findings from the jurisdictional capacity data collection to assist in the development of data collection instruments and sampling methodologies for producing national level pretrial statistics in state courts.
8. Develop methods to encourage participation from pretrial agencies, court personnel, sheriff and local jail officials, and prosecutors for the purpose of supporting the NPRP.
9. Provide an implementation plan for data collection on NPRP to begin in calendar year 2015.
10. Maintain regular reporting to BJS and regularly meet in person or via teleconference with the BJS project manager (PM).

More specifically, the recipient of funds will be required to produce the following deliverables. All deliverables outlined below should be detailed in a final report delivered to the BJS PM:

1. Arrange a project kickoff meeting to be held at BJS in Washington, D.C., within the first month of the project period. At the (no more than 1 day) meeting, the successful recipient and its key personnel will detail its initial plans for each stage of the project. These plans will be thoroughly discussed and any issues clarified. At the end of the meeting both the recipient and BJS will have a common understanding of (1) the tasks to be performed, (2) the data development methods and the range of sampling design strategies that will be considered, (3) the relative amount of staff time committed to each task, (4) the personnel who will perform these tasks, (5) the structure and content of the deliverables and their delivery dates, and (6) the nature of BJS's role in the project. Within 2 weeks of the kickoff meeting, the recipient will submit a revised time/task plan with clear milestones and an update description of each deliverable for BJS approval. Following the meeting, the recipient and BJS will schedule a set of (at least) monthly conference calls to review the vendor's progress with the work. (Other conference calls may be scheduled if the need arises.) The recipient will also provide monthly written updates on their progress on this work. All work to complete the design, development, and implementation strategies for NPRP must be finished no later than 20 months after the start date.
2. Develop a directory of data elements that includes key measures of interest in the areas of pretrial release and misconduct in state courts. Since NPRP will not rely on the collection of individual case-level data to obtain information on pretrial release in state courts, the recipient will devise data elements capable of obtaining aggregate measures in the area of pretrial release at the county or trial court level. At a minimum, the data elements considered should be able to obtain information on the mechanisms of pretrial release being utilized by the surveyed jurisdictions and aggregate counts of the numbers of defendants released, the types of pretrial release employed, and the frequency in which released defendants commit pretrial misconduct. The types of pretrial release could include aggregate counts of the number of defendants released on own recognizance, unsecured bond, pretrial diversion, surety bond, deposit bond, or cash bond. Pretrial misconduct could measure the number of defendants failing to make court appearances, committing technical violations, or being re-arrested for new offenses that occurred before case disposition. The recipient should also explore the feasibility of

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fielding the NPRP with data elements capable of assessing the rates of pretrial release and misconduct by the following defendant characteristics: demographics including race, age, and gender; offenses charged at initial appearance or arraignment; monetary bond amounts; and criminal history background.

3. Develop the NPRP Jurisdictional Capacity Survey, a survey instrument that will assess the capacities of local jurisdictions to provide statistical information on pretrial release and misconduct at the aggregate level. The recipient will develop a survey instrument capable of assessing whether the jurisdictions being surveyed can readily provide the information on pretrial release and misconduct being sought. BJS will work with the recipient to develop this instrument and will approve its final design. Part of this effort will involve devising methods for identifying the sources that would have access to, and be able to provide, the requested data. Some potential data sources could include trial court judges, court clerks, court administrators, or court data management analysts. In addition, the recipient should consider the pretrial capacities of other administrative agencies, including sheriff's offices or local jails, pretrial diversionary programs, or prosecutor's offices. Part of this effort will involve pretesting the proposed data collection instrument in nine separate jurisdictions with differing levels of automated pretrial data. The pretests will be used to assess the types of aggregate pretrial information that can be accessed and the process required to obtain these data. The pretest results should be included in the OMB materials submitted to BJS.
4. Identify 50 to 100 jurisdictions in which to field the NPRP Jurisdictional Capacity Survey. The recipient will identify a minimum of 50 and a maximum of 100 sites which could participate in the NPRP Jurisdictional Capacity Survey. The sites selected should include a range of different population densities, demographic characteristics, crime rates, and pretrial release/detention mechanisms. The recipient will work with the BJS PM to ensure that jurisdictions selected encompass a diverse range of places and are not focused in counties with certain characteristics, such as highly populated jurisdictions.
5. Work with BJS to obtain clearances and approvals to field the NPRP Jurisdictional Capacity Survey, including obtaining approvals from the OMB. The recipient shall help BJS prepare the OMB clearance package necessary for approval of all the NPRP design and development activities. The recipient of funds shall submit a draft of the clearance package to the BJS PM. The NPRP Jurisdictional Capacity Survey, a list of sites selected to participate in the survey and the criteria used to select these sites, survey management and field protocols, and the survey administration plan shall be finalized prior to submission of the clearance package to the OMB.
6. Field the NPRP Jurisdictional Capacity Survey. The recipient will provide ongoing real-time status of the progress of the survey administration and data collection and conduct data processing activities that meet BJS standards. Applicants should propose and describe methods they will develop and implement to effectively field the NPRP Jurisdictional Capacity Survey and complete data collection on time. BJS is interested in a survey administration plan that can minimize data collection costs and provide BJS with timely information that can be used to assess the feasibility of implementing the NPRP. The recipient should achieve a minimum response rate of 90% from the jurisdictions surveyed. The survey administration plan should also address potential problems surveying less populous locales and propose methods for gaining access to or

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obtaining data from these difficult to reach sites. Applicants must demonstrate the capacity to develop and maintain a system for tracking the status of the survey administration and data collection in real time. The system should be designed to allow the creation of summary reports on the status of the collection, including overall response rates. The recipient of funds shall be prepared to deliver this type of information to the BJS PM upon request. The recipient and the BJS PM will collaborate to finalize the survey administration plan.

The recipient should also use data collected from the NPRP Jurisdictional Capacity Survey to prepare the NPRP Design and Development Report, a report assessing the capacities of the nation's various trial courts to successfully participate in the NPRP. This report should summarize the capacities of trial courts to provide information on the mechanisms of pretrial release currently being used. It should also detail whether the trial courts or other agencies can provide the desired aggregate statistics on pretrial release and misconduct, including but not limited to counts of the numbers of defendants released, the types of pretrial releases employed, and the frequency in which released defendants commit various forms of pretrial misconduct, such as missed court appearances, technical violations, or re-arrests for new offenses. The report should also explore whether aggregate statistics on key pretrial events such as the release decision and pretrial misconduct can be correlated with various characteristics, including offense charge severity, demographics, and bail amounts at an aggregate level. The report should also examine whether the information sought varies by type of jurisdiction or release method.

7. Use findings from the jurisdictional capacity data collection to assist in the development of sampling methodologies for producing national level pretrial statistics in state courts. For the NPRP design and development project, BJS is interested in the production of several sample designs that should contain both a minimum cost estimate for the smallest sample size proposed and a maximum cost estimate for the largest sample size proposed. The recipient should use findings from its data collection activities to develop sampling plans that contain estimates of key data points, upper and lower confidence interval bounds, standard errors, and coefficients of variation. Moreover, information from the capacity survey should be used to assess cost estimates of implementing various proposed sampling frameworks. When assessing the sampling frameworks, the recipient will decide on the necessity of mapping out the various mechanisms of pretrial release used in state courts. The recipient will also have to weigh approaches for sampling entire states or focusing on a county or trial court level. The recipient and BJS PM will work collaboratively to finalize various sample design approaches and methods. A description of the set of sampling recommendations and the factors that support each should be include in the NPRP Design and Development Report.
8. Develop methods to encourage participation from pretrial agencies, court personnel, sheriff's and local jail officials, and prosecutors to support the NPRP. The recipient will develop an action plan to enhance the level of interest and participation in the proposed NPRP among key stakeholders in the pretrial process, including state trial courts, judges, prosecutors, county governments, pretrial diversionary associations, jails, and other government entities that maintain statistical information on pretrial release and misconduct outcomes. This action plan should involve details on how the recipient would proceed in garnering participation by these various court and government actors to

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participate in the NPRP. The action plan will be developed in collaboration with BJS and will be submitted as part of the NPRP Design and Development Report.

9. Provide an implementation plan for data collection on NPRP to begin in calendar year 2015 in a report entitled the NPRP Design and Development Report. In collaboration with the BJS PM, an implementation plan for executing the NPRP in 2015 will be developed. The implementation plan must address all aspects of the data collection including, but not limited to—
 - Construction of draft data collection instrument that include key measures of interest in the areas of pretrial release and misconduct in state courts.
 - Results from jurisdictional capacity survey that examines feasibility of local jurisdictions to provide the following pretrial information in an aggregate format: pretrial release mechanisms being utilized by the surveyed jurisdictions, aggregate counts of the numbers of defendants released, totals of the types of pretrial release employed, and the frequency in which released defendants commit pretrial misconduct.
 - Sample design and costs associated with various proposed sampling frameworks including a methodology to address item and unit non-response, post survey weighing specifications, and standard errors.
 - Protocols for coordinating the data collection with courts or other government entities associated with pretrial decisions such as jails or pretrial diversionary programs.
 - Techniques for obtaining high response rates.
 - Plan for drafting the application for IRB and OMB approval of implementing NPRP in a national sample of trial courts.
10. Maintain regular reporting to BJS PM by meeting regularly in person or via teleconference. During the duration of the NPRP design and development project, the recipient will maintain regular contact with the BJS PM. Moreover, conference calls between the recipient and BJS PM will be held at least once a month in order to ensure regular project updates.

Amount and Length of Awards

BJS anticipates that it will make 1 award of up to \$350,000 for a 20-month project period.

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

It is expected that the project tasks will be successfully performed within a 20-month (or shorter) period with work beginning in October 2012. The funding of this project will not exceed \$350,000.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2012 salary table for SES employees is available at www.opm.gov/oqa/12tables/indexSES.asp. Note: A recipient may

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compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

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

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

Minimization of Conference Costs

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP website at www.ojp.usdoj.gov/funding/funding.htm.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" webpage (www.ojp.usdoj.gov/funding/other_requirements.htm).

Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

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Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. Any award recipient will be required, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Develop key measures of interest in the areas of pretrial release and misconduct from a nationally representative sample of state trial courts.	Number of instruments and protocols capable of producing reliable national estimates.	Recommendations for data collection elements result in a robust instrument that (1) is capable of obtaining essential data elements; (2) possesses maximum efficiency and clarity, which results in improved reliability and validity of the data; and (3) uses methods that minimize data collection costs, including protocols for web-based survey option, and paper instruments.
	Percent of deliverables that meet BJS’s expectations.	Identify techniques to increase overall levels of participation among key stakeholders who maintain pretrial statistics at the state and local levels.
	Number of sample designs that meet BJS’s standards for effectiveness and efficiency.	Provide a report that highlights local level capacities for providing aggregate information on pretrial release and misconduct in state courts.
	Participation rate for jurisdictions identified for fielding the NPRP Jurisdictional Capacity Survey.	Provide a sample design option that will efficiently represent the selected jurisdictional framework and adhere to the OMB Standards and Guidelines for Statistical Surveys. The number of suitable jurisdictions identified for fielding the NPRP Jurisdictional Capacity Survey. The number of identified jurisdictions that submitted a completed NPRP Jurisdictional Capacity Survey.

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Develop an implementation plan to conduct the first wave of data collection for the National Pretrial Reporting Program (NPRP) to begin in 2015.	Percent of deliverables that meet BJS's expectations.	Final report to BJS entitled NPRP Design and Development Report that contains the following elements— • administrative data collection instrument capable of measuring key aspects of pretrial release and misconduct • capacity analysis of state trial courts to provide aggregate count information of pretrial release and misconduct • several sampling methodologies for producing national level statistics on pretrial release and misconduct in state courts • action plan for achieving buy-in of NPRP data collection at the state and local levels implementation plan to collect NPRP data in 2015.
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Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 14 for additional information.

Note on Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

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Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.Grants.gov. If the applicant experiences technical difficulties at any point during this process, call the Grants.gov Customer Support Hotline at **800-518-4726**, or **606-545-5035** 24 hours a day, 7 days a week, except federal holidays. 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 confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, OMB requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866-705-5711 or by applying online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications

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via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is CFDA 16.734, titled "Special Data Collection and Statistical Studies," and the funding opportunity number is BJS-2012-3323.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **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 a rejection notification.

Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). 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."

Note: Duplicate Applications

If an applicant submits multiple versions of an application, BJS will review the most recent version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must email the

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BJS contact identified in the Contact Information section on cover page **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) the applicant has received. **Note: Requests are not automatically approved by BJS.** After the program office reviews all of the information submitted and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

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 Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology (IT) environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Should Include

Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by BJS to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative. The Budget Narrative and the Budget Detail Worksheet may be combined in one document. However, if only one document is submitted, it must contain **both** narrative and detail information.

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

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

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2. Program Narrative

The program narrative shall not exceed 30 double-spaced pages with a font style and size no smaller than 12-point and margins no smaller than 1 inch all around. The page limitation does not include a cover page, table of contents, capabilities and competencies, and budget and budget narrative.

If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

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

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to BJS as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.

3. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

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4. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

5. Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution (or comparable legal documentation, as may be applicable) from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions (or comparable legal documentation).

If an applicant is unable to obtain and submit with its application a fully-executed (*i.e.*, signed) copy of a tribal resolution or other, comparable legal documentation as may be consistent with the tribe's governance structure, then, at minimum, the applicant should submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the fully-executed tribal resolution or other comparable legal documentation.

6. Additional 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 and identification of proposed key personnel and their qualifications for the significant functions in the project. Along with concise descriptions of the duties each will perform under this grants and identification by name of all key personnel with decision-making authority.

- **Privacy Certification**

The Privacy Certification is a funding recipient's certification of compliance with

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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 www.bjs.gov/content/pub/pdf/bjsmpc.pdf.

- **Human Subjects Protection Certificate of Compliance**

BJS requires the funding recipient to submit proper documentation to be used to determine that the research project meets federal requirements for human subjects protections set forth in 28 CFR Part 46. A model certificate is located at www.bjs.gov/content/hscr.cfm.

7. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms.

a. [Standard Assurances](#)

Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.

b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)

Applicants must read, certify and submit in GMS prior to the receipt of any award funds.

c. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and submitted).

Selection Criteria

1. Statement of the Problem (10%)

The application should demonstrate that the applicant understands the goals and objectives of the project, including the value of the resulting NPRP design and development project to the criminal justice field. The applicant should demonstrate that it is familiar with the challenges and complexities inherent in sampling and collecting pretrial data in state courts and the strengths and limitations of the SCPS series. The applicant should also demonstrate an understanding of the pretrial release process in state courts.

2. Project Design and Implementation (50%)

The application should describe how the applicant will approach each phase of the project as detailed in the statement of work information section. It should also detail how

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the applicant will devise data elements that include the key measures of interest in the areas of pretrial release and misconduct in state courts. Moreover, the application should provide ideas on how it will develop a survey capable of assessing the capacities of trial courts, pretrial diversionary programs, sheriff's offices or local jails, and prosecutor's offices to provide the data being sought. Of particular importance will be the applicant's thinking of the steps needed to ascertain current data capacities and the likelihood of respondent's being able to complete the proposed survey instrument. Applicants should also discuss how they will develop a list of counties to be surveyed and the procedures they will undertake for the purpose of obtaining high response rates from counties that might be difficult to reach. The application should also describe how the applicant will design and develop several sampling methodologies for producing national level pretrial statistics in state courts. As a part of this discussion, the application should layout the process it will use to determine how to generate cost estimates for the various sampling approaches and other key information, including upper and lower confidence interval bounds, standard errors, and coefficients of variation. The application should also detail methods on how the applicant would encourage participation from pretrial agencies, court personnel, sheriff's and local jail officials, and prosecutors for the purpose of supporting the NPRP. Lastly, the applicant should explain how it will develop implementation plan for NPRP in calendar year 2015.

3. Capabilities and Competencies (25%)

This section should document the applicant's ability to successfully complete the prescribed tasks. This may be done through descriptions of the benefits of the proposed design/work plan, past work, and/or by the relevant skills/experience of proposed program staff. This section should identify 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 cooperative agreement; and identification by name of all key personnel with decision-making authority. (Vitae/resumes of key staff should be included in an appendix to the proposal.)

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)

The applicant should indicate an understanding of the performance measures required for this grant (described on page 10) and confirm that the necessary measures will be provided.

5. Budget complete; reasonable and allowable; cost effective; and necessary for project activities (10%)

Reasonableness of the project budget should be demonstrated, including the degree to which the budget demonstrates fiscal, management, staff, and organizational capacities to provide sound management for this project, and the degree to which the budget demonstrates that services and products provided by the grantee are of high quality and reasonable cost. Demonstrated fiscal management on past projects of a similar scale should be demonstrated. Methods of conserving costs while maximizing use of existing resources should be presented. Applicants should include a detailed time/task plan that shows the allocation of staff resources (and other costs) by each proposed project task.

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Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. BJS may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications under this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum 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 for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

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

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

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements

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- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to OJPSolicitationFeedback@usdoj.gov.

Application Checklist

National Pretrial Reporting Program

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

Eligibility Requirement: Eligible applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortia with demonstrated organizational and community-based experience working with American Indian and Alaska Native communities, including tribal for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal consortia. For-profit organizations must agree to forego any profit or management fee.

_____ The federal amount requested is within the allowable limit(s) of \$350,000

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 14)
- _____ Program Narrative (see page 15)
 - _____ Double-spaced
 - _____ 12-point standard font
 - _____ 1" standard margins
 - _____ Narrative is 30 pages or less
- _____ Budget Detail Worksheet (see page 15)
- _____ Budget Narrative (see page 15)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 13)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 16)
- _____ Tribal Authorizing Resolution (if applicable) (see page 16)
- _____ Additional Attachments (see page 16)
 - _____ Key staff Information
 - _____ Privacy Certification
 - _____ Human Subjects Protection Certificate of Compliance
- _____ Other Standard Forms as applicable (see page 17)
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)