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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 administer the 2008 Census of State and Local Law Enforcement Agencies. 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 survey, 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.

## **2008 Census of State and Local Law Enforcement Agencies**

### **Eligibility**

Applications for funds may be submitted by both for-profit (commercial) and non-profit organizations.  
(See more information in the "Eligibility" section on page 3)

### **Deadline**

All applications are due by 5:00 p.m. Eastern time on March 14, 2008.  
(See "Deadline: Application" page 3)

### **Contact Information**

For assistance with the programmatic requirements of this solicitation, contact Brian A. Reaves, Statistician, at 202-616-3287 or [askbjs@usdoj.gov](mailto:askbjs@usdoj.gov). Include "csllea08" in the subject line.

This application must be submitted through [Grants.gov](http://Grants.gov). For technical assistance with submitting the application, call the [Grants.gov](http://Grants.gov) Customer Support Hotline at 1-800-518-4726.

**2008-BJS-1798**

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# 2008 Census of State and Local Law Enforcement Agencies CDFA Number 16.734

## Overview

The purpose of this award is to provide funding to administer the 2008 Census of State and Local Law Enforcement Agencies (CSLLEA). This census will obtain information about the personnel and functions of State and local law enforcement agencies in the United States with a 2-page data collection form. A sample of agencies will receive a 4-page form, instead of the 2-page form, that will collect information related to recruitment, selection, hiring, and retention of sworn personnel. Applicants are encouraged to review the 2004 CSLLEA 2-page instrument and related statistical report available on the BJS website at <<http://www.ojp.usdoj.gov/bjs>>. A draft data collection instrument and respondent list will be provided by BJS. BJS anticipates making one award for a 12-month period under this solicitation, with an award date on or after June 1, 2008. BJS is authorized to issue this solicitation under the Omnibus Crime Control and Safe Streets Act of 1968, Section 302, as amended.

## Deadline: Registration

Registering with Grants.gov is a one-time process; however, if you are a first time registrant it may take up to 5 business days to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. **Note: Your Central Contractor Registry (CCR) Registration must be renewed once a year. Failure to renew your CCR registration will prohibit submission of a grant application through Grants.gov.**

## Deadline: Application

The due date for applying for funding under this announcement is 5:00 p.m. eastern time, on March 14, 2008.

## 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, it is DOJ policy that 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., removing 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.

**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 encouraged to review the Civil Rights Compliance section under "Additional Requirements" in this announcement.

## **Project-Specific Information**

The Census of State and Local Law Enforcement Agencies (CSLLEA) is the most systematic and comprehensive source of national data on the number of sworn and nonsworn personnel employed by law enforcement agencies nationwide. The CSLLEA provides complete personnel counts for the approximately 18,000 State and local law enforcement agencies that employ the equivalent of at least one full-time sworn officer. The CSLLEA has been conducted every four years since 1992 and provides valuable information on trends in law enforcement employment in the United States. For example, the 2004 CSLLEA found that the growth rate for sworn employment from 2000 to 2004 was considerably lower than for prior four-year periods.

## **Scope of Work**

The objective of this project is to complete data collection for the 2008 Census of State and Local Law Enforcement Agencies. This includes extensive follow-up, data verification, data entry, and delivery of a final data set and documentation. The data collection instrument and respondent list will be provided by BJS. Applicants should

plan for a 2-page instrument to be sent to approximately 16,000 law enforcement agencies, and a 4-page instrument to be sent to approximately 3,200 agencies. In preparing proposals for this solicitation, applicants are strongly encouraged to review the data collection instruments and statistical reports from the CSLLEA program, available on the BJS website at <<http://www.ojp.usdoj.gov/bjs>>.

The data collection agent will have routine contact with State and local law enforcement agencies and must be knowledgeable in the area of law enforcement and the larger criminal justice system. The recipient of funds will:

1. Develop a detailed timetable for each task in the project. Data collection should begin in August 2008 and be completed in 10 months. After the BJS project manager has agreed to the timetable, all work must be completed as scheduled.
2. Transmit surveys to respondents and provide extensive follow-up to respondents that require assistance, clarification, or encouragement to complete the survey. This may involve multiple follow-up telephone calls, re-mailing or re-faxing surveys, and e-mail correspondence. Applications should present a multi-method approach to include Internet-based, fax, and mail methods of disseminating the survey instrument.
3. Create and maintain a website which respondents can use to submit their data. Electronic submission will be the preferred method of response, and respondents should be encouraged to use this method.
4. Implement and maintain an automated 'real-time' system to provide ongoing status of each survey respondent, complete documentation, and an inventory of follow-up communication and procedures for each case. Respondents' method of response (website, mail, fax, or phone) shall be included in this system. This automated tracking system should remain current and accessible to the BJS project manager at all times.
5. Identify techniques necessary to achieve a 99% or better response rate for the 2-page form, 99% or better for the core data elements (from the 2-page form) included on the 4-page form, and 95% or better for the supplemental items on the 4-page instrument. The response rate for the 2004 CSLLEA which included only a 2-page instrument exceeded 99%.
6. Identify techniques necessary to achieve the item response rates outlined in the "Performance Measures" section below.
7. Deliver to BJS electronic versions of the survey data and documentation on CD and in ASCII file format. Survey documentation should include, but is not limited to, a comprehensive codebook detailing variable positions, data coding, variable and value labels, any recoding implemented during the data cleaning process, methods used for dealing with missing data, and copies of all program code used to generate data or published statistics. All data and documentation from this survey may be posted on the BJS website, and the data will be archived at the National Archive of Criminal Justice Data, operated by the Inter-University Consortium for Political and Social Research (ICPSR).

## **Funding Information**

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

## **Match Requirement**

Consistent with established BJS data quality standards and based on the nature of the deliverables, BJS has determined that it is not feasible to require the award recipient to contribute money, facilities, or services to carry out the purposes for which the grant is sought. Therefore, there is no match requirement.

## **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 measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>To conduct a census of State and local law enforcement agencies and to collect information pertaining to the number and type of personnel from all agencies. For a sample of these agencies, additional data will be collected related to the issues of recruitment, selection, hiring, and retention of sworn personnel.</p>	<p>Survey response rate for core items.</p> <p>Survey response rate for supplemental items.</p> <p>Post validation follow-up rate.</p> <p>Completion rate.</p>	<p>Recipient must achieve a 99% or better survey response rate for the 2-page form, and core items (those identical to the content of the 2-page form) on the 4-page form. A response rate of 95% is required for the supplemental questions related to recruitment, selection, hiring, and retention that are on the 4-page form. (Target: 99% or better for core items, and 95% or better for supplemental questions. Response rates lower than these thresholds are unacceptable.)</p> <p>Minimal number of missing or inconsistent data elements in the data file (Target: maximum of 1% on the core items related to agency functions and personnel counts, maximum of 5% on supplemental items related to recruitment, selection, hiring, and retention.</p> <p>Post validation follow-up rate (Target: 1% or less of respondents require post-validation follow-up and error correction).</p> <p>Time from initiation of the collection to close of the reference period (Target: 10 months).</p>

## How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative -- Grants.gov -- is 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](http://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**.

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.734, titled "2008 Census of State and Local Law Enforcement Agencies," and the funding opportunity number is 2008-BJS-1798.

**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.

**Note: Grants.gov does not support the Microsoft Vista Operating System.** The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".DOCX." Please ensure the document is saved using "Word 97-2003 Document (\*.doc)" format.

**Please also note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments.** OJP's Grants Management System (GMS) downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. 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".

## 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 Application for Federal Assistance (SF-424), a standard form that most federal agencies use.
- The program narrative should describe activities as discussed in the Scope of Work and address the evaluation criteria. The project narrative should contain a detailed time line 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](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf)>, OJP Standard Forms & Instructions. The OJP Financial Guide, which governs



the administration of funds, 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 who do not have a federally-negotiated indirect cost rate and wish to establish one may submit a proposal to their "cognizant" federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [http://www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](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/pub/pdf/bjsspsphs.pdf>>.
- **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. Proposed Activities/Program Narrative  
Content of the proposal and how it addresses the tasks in the Scope of Work.
2. Project Design and Implementation  
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.
3. Capabilities/Competencies  
Demonstrated ability and experience in collecting data from a large number of law enforcement agencies or similar entities.
4. Budget  
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.
5. Impact/Outcomes and Evaluation  
Demonstrated ability to achieve a 99% or higher response rate with minimal missing data.

## **Review Process**

Applications will be reviewed competitively with the final award decision made by the Director of BJS. The applicant will be evaluated based on the requirements mentioned under the Selection Criteria.

## **Additional Requirements**

- Civil Rights Compliance
- 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 Office of the Comptroller Financial Guide
- Suspension or Termination of Funding

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at <[http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)>.