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The U.S. Department of Justice, Office of Justice Programs, [Bureau of Justice Statistics](#) (BJS) is pleased to announce that it is seeking a data collection agent for the 2007 National Census of State Court Prosecutors (NCSP-07). 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.

# 2007 National Census of State Court Prosecutors

## Eligibility

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

## Deadline

All applications are due by 5.00 p.m. EST on March 29, 2007.  
(See "Deadline: Applications" page 3)

## Contact Information

For assistance with the programmatic requirements of this solicitation, contact Steven W. Perry, Statistician, Bureau of Justice Statistics, at 202-307-0765 or e-mail [askbjs@usdoj.gov](mailto:askbjs@usdoj.gov). Include "ncsp07" 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

**2007-BJS-1574**

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# 2007 National Census of State Court Prosecutors

## CFDA Number 16.734

### Overview

The Bureau of Justice Statistics (BJS) is the primary statistical data collection agency for the Department of Justice and the Nation's primary source for criminal justice statistics. BJS is responsible for the collection, analysis, publication, and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operation of justice systems at all levels of government. These data are critical to Federal, State, and local policymakers in combating crime and ensuring that justice is both efficient and evenhanded.

BJS is seeking proposals to obtain a data collection agent for the 2007 National Census of State Court Prosecutors (NCSP-07). The purpose of this award is to provide funding to administer NCSP-07. The NCSP-07 will focus on both the administration of prosecution activities and the emerging types of cases and knowledge now required from all chief litigating prosecutors who handle felony cases in State courts. These data will cover a variety of topics including innovative prosecution techniques and special topics: salary, budgets, computer crimes, homeland security, identity theft, sex offenders, forensic and DNA evidence, child exploitation, domestic violence, juvenile delinquency, community prosecution strategies, and work-related assaults and threats. The 2007 National Census of State Court Prosecutors is the most recent census of all prosecutors, last conducted in 2001. 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, if you are a first time registrant it could take up to several weeks 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. There are three steps that you must complete before you are able to register: 1) Register with Central Contractor Registry (CCR); 2) Register yourself as an Authorized Organization Representative (AOR); and 3) Be authorized as an AOR by your organization. For more information, go to [www.grants.gov](http://www.grants.gov). **Note: Your CCR Registration must be renewed once a year. Failure to renew your 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 **5:00 p.m. eastern time, March 29, 2007**

## Eligibility

In general, BJS is authorized to make grants to, or enter into contracts or cooperative agreements with, States (including territories), local governments (including federally recognized Indian tribal governments that perform law enforcement functions), nonprofit organizations, for-profit organizations, institutions of higher education, and qualified individuals. Foreign governments or organizations are not eligible to apply.

**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.

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

## Project-Specific Information

The National Census of State Court Prosecutors (NCSP-07) is a census of all prosecutors' offices (approximately 2,300) that handle felony cases in State courts of general jurisdiction. The study has summarized the number of professionals and support staff employed and the size of budget. Prosecutors respond as to whether they had prosecuted computer crimes, had used DNA evidence, and whether they were employed full or part time. Other survey data include special categories of felony offenses prosecuted, types of nonfelony cases handled, number of felony cases closed, number of felony convictions, number of juvenile cases proceeded against in criminal court, and work-related threats or assaults against staff. BJS has collected data from State Court Prosecutors since 1990, with the last complete census conducted in 2001. To view prior data sets or reports, go to <http://www.ojp.usdoj.gov/bjs/pros.htm>.

## Scope of Work

The objective of this project is to complete data collection for the 2007 National Census of State Court Prosecutors. This includes survey mail-out, web data collection system development, extensive follow-up, data verification, data entry, and delivery of a final data set and documentation. BJS will provide the NCSP-07 draft data collection instrument of approximately 4 (including instructions) pages and preliminary respondent list. BJS will obtain OMB clearance for this data collection under the Paperwork Reduction Act.

The data collection agent will have routine contact with the respondents and must be knowledgeable about the content of the survey instrument. Specifically, the recipient of funds will:

1. Develop a detailed timetable for each task in the project. Data collection activities should begin within one month of the project start date and be completed in twelve months or less. After the BJS project manager has agreed to the timetable, all work must be completed as scheduled.
2. Verify and update (as needed) the names, addresses, and appropriate contact information from the 2005 respondent list provided by BJS.
3. Mail 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.
4. Create and maintain a user-friendly web-based survey option by which respondents can submit their data online. Electronic submission will be the preferred method of response, and respondents should be encouraged to use this method.
5. Implement and maintain an automated web-based 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 secure automated tracking system should remain current and accessible to the BJS project manager at all times.
6. Deliver to BJS electronic versions of the survey data and documentation on diskette 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).



## 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 "2007 National Census of State Court Prosecutors," and the funding opportunity number is 2007-BJS-1574.

**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.

## What an Application Must Include

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

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

- 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/Forms/budget\\_fillable.pdf](http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf). 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/FinGuide>. 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/oc/indirectcosts.htm>.

## **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/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.

Applications will be reviewed competitively with the final award decision made by the Director of BJS. 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 and scheduled timeline.

### **2. Project/Program 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 large number of justice related 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 an overall 95% 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 provided 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 *[hyperlink]*
- 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 [www.ojp.usdoj.gov/funding/otherrequirements.htm](http://www.ojp.usdoj.gov/funding/otherrequirements.htm).**