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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 applicants to administer the 2009 Census of Problem-Solving Courts (CPSC). As the principal federal statistical agency in the U.S. Department of Justice, BJS is responsible for the collection, analysis, publication, and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This data collection program furthers the mission of the Department and the OJP 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.

## **2009 Census of Problem-Solving Courts Solicitation**

### **Eligibility**

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortia with demonstrated organization 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. 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.

### **Deadline**

Registration with Grants.gov is required prior to application submission.  
(See "How to Apply" on page 8)

**All applications are due by 5:00 p.m. Eastern time on June 11, 2010.**  
(See "Deadlines: Registration and Application" on page 3)

### **Contact Information**

For technical assistance with submitting the application, contact Grants.gov Customer Support Hotline at 800-518-4726 or via e-mail to [support@grants.gov](mailto:support@grants.gov).

**Note:** The [Grants.gov](#) Support Hotline is available 24 hours, 7 days a week, except federal holidays.

For assistance with any technical requirements of this solicitation, contact Donald Farole, BJS Statistician, at 202-307-0765 or via e-mail at [askbjs@usdoj.gov](mailto:askbjs@usdoj.gov). Include "cpsc09" in the subject line.

Grants.gov number assigned to announcement:  
**2010-BJS-2659**

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# 2009 Census of Problem-Solving Courts

## CFDA #16.734

### Overview

The Bureau of Justice Statistics (BJS) is seeking applicants to field the 2009 BJS Census of Problem-Solving Courts (CPSC). The goal of the census is to generate accurate and reliable national statistics regarding adult offenders who enter problem-solving court programs. The information collected through this census will support a sampling framework to examine case processing information and case dispositions of adults in problem-solving courts. BJS anticipates making one award for a 24-month period under this solicitation, with an award date on or before September 30, 2010. BJS may supplement the initial award, at its discretion, for a potential survey of problem-solving court case processing characteristics.

BJS is authorized to issue this solicitation under the Omnibus Crime Control and Safe Streets Act of 1968, Section 302.

### Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 5:00 p.m. Eastern time on Friday, June 11, 2010. Please see the "How to Apply" section on page 8 for more details.

### Eligibility

Applications for funds may be submitted by both for-profit (commercial) and nonprofit organizations. See more information in the "Eligibility" section on page 1.

### Project-Specific Information

Problem-solving courts are designed to reach defendants who have ongoing conditions or characteristics that underlie their repeated contact with the criminal justice system. The first drug court was established in 1989 to sanction and treat drug-involved defendants, and since that time problem-solving courts have been created to address mental health issues, domestic violence, homelessness, reentry, and juvenile offenders, among others. The courts generally employ a specialized docket that emphasizes a problem-solving approach with treatment, judicial monitoring and status hearings, graduated sanctions for noncompliance, and specific criteria for successfully completing the program. The purpose of this approach is to target the underlying conditions that contribute to criminal justice system involvement with the goal of preventing recidivism and supporting the individual in other areas as well.

Adult drug courts are the most prevalent form of the problem-solving court model. Drug courts are judicially supervised court dockets that provide an alternative to the traditional justice system case processing of substance-abusing offenders in the adult, juvenile, family, and trial justice systems. The goal of drug court programs is to achieve a reduction in recidivism and substance abuse by increasing offenders' likelihood for successful rehabilitation through early, continuous, and intensive judicially supervised treatment, mandatory periodic drug tests, and

the use of appropriate rewards, sanctions, and other rehabilitative services. Since the first drug court was implemented in 1989, the number of drug courts has increased exponentially to more than 2,300 drug courts in every U.S. state and territory, serving approximately 120,000 people. Although eligibility for adult drug courts varies by state and locality, the programs generally target non-violent substance abusing offenders, diverting these offenders from prison or jail and into an intensive, community-based treatment, rehabilitation, and supervision program.

The current project is designed to better understand the population served by problem-solving courts. At a minimum, the census will collect information on (1) court operations and staffing, (2) the number of offenders who enter the court, and (3) the characteristics of offenders who enter these programs. The goal is to collect information on court operations during calendar year 2009, including aggregate information on offenders who entered the problem-solving court program during that time. In order to avoid duplication of efforts and to minimize respondent burden, the successful applicant is expected to coordinate with other agencies that collect similar information from drug courts and other problem-solving court programs. The population served by these problem-solving courts will then be used to develop a sampling approach that may support further data collection on offenders processed through the problem-solving courts.

## **Statement of Work**

It is expected that the recipient of funds will achieve the following goals in the administration of this data collection:

- A 90% or better survey response rate. A response rate lower than this 90% threshold is unacceptable.
- A minimal number of missing or inconsistent data in the final data file. The recipient will ensure that 10% or less of respondents require post-validation follow-up and error correction.
- Timely completion. The time from initiation of the collection to close of the reference period must be 24 months or less.

The recipient of funds under this solicitation will—

1. Develop a plan to complete all phases of the project no later than 24 months after the start date. BJS expects to meet with the selected applicant shortly after award to discuss the details of the project and to receive a draft of the agreed-upon project timeline within two weeks of the initial meeting. The project timeline should include a period for review from the Office of Management and Budget (OMB). BJS will secure OMB approval for this project. After the BJS project manager has agreed to the timetable, all work must be completed as scheduled.
2. Work with BJS to develop a data collection instrument (and if appropriate, propose alternative instruments for BJS consideration) capable of obtaining aggregate data on court operations and offender characteristics. Some of the data elements may include, but are not necessarily limited to: (1) type of problem-solving court (e.g., drug court, mental health court, etc.), (2) court staffing, (3) court operational policy (e.g., offender or offenses eligible for processing in the court, means for offenders to enter the court, expectations for successful completion of the problem-solving court program), (3)

number of offenders who entered the program in calendar year 2008, (4) arraignment/charging offense, and (5) offender demographics (gender, age, race/ethnicity, etc.).

3. Identify currently active problem-solving court programs. The successful applicant should consider the relative strengths and weakness of various strategies to identify currently operational problem-solving court programs. Applicants are encouraged to review the information maintained by the National Association of Drug Court Professionals (available at: <http://www.nadcp.org/learn/find-drug-court>). BJS will consider all alternative approaches specified by the applicants.
4. Develop and document in the form of a plan techniques to achieve a 90% or better survey response rate and item response rate as specified in the “Performance Measures” below. The plan should include methods to encourage court cooperation with the survey. Techniques to minimize item non-response should be included in all plans. As with other BJS data collection programs, respondents’ participation in the survey is voluntary.
5. Administer the data collection to all problem-solving courts as identified in Task 3, conducting extensive follow-up to respondents that require assistance, clarification, or encouragement to complete the survey. Respondent courts will be asked to answer questions about court operations and provide aggregate case counts and offender characteristic data for all offenders who entered the court program during calendar year 2009. Applicants should present an approach that emphasizes electronic data collection and/or data transfer from court management information systems, while also allowing for alternate modes of data delivery. The electronic reporting system should provide respondents a secure option for submitting data. For budgeting purposes, applicants should assume that the data collection will be administered in approximately 2,500 problem solving courts.
6. Implement and maintain an automated web-based system to track data collection progress. The system should include the current status of each survey respondent, complete documentation of response method (e.g., website, data transfer, mailed response, etc.), and an inventory of follow-up communication and procedures. The secure, automated tracking system should remain current and accessible to the BJS project manager at all times.
7. Maintain regular reporting to BJS and regularly meet in-person or via teleconference with the BJS project manager. An initial meeting will be scheduled shortly after award, and additional meetings will be scheduled as needed. Required financial and progress reports shall be submitted through the Grants Management System (GMS) in accordance with the OJP Financial Guide.
8. Process and verify the data according to BJS standards, including the use of consistent BJS-approved editing specifications, range checks, coding schemes, and systems for identifying valid responses and data requiring follow-up. Preliminary copies of the survey data should be provided to BJS when requested. Data received from respondents should be verified for completeness and accuracy.
9. Develop and propose sampling frameworks to generate nationally representative statistics of case processing characteristics and outcomes for offenders arraigned in

problem-solving courts. Ideally, the recipient shall develop several proposed national sampling strategies for estimating criminal case processing in problem-solving courts. The recipient may also explore the feasibility of drawing a sample of all offenders who meet eligibility criteria for problem-solving courts, regardless of whether or not they enter the problem-solving court program. The data collection agent will work with BJS to develop these sampling strategies and will calculate the costs associated with implementing these proposed sampling frameworks.

10. Deliver to BJS electronic versions of the survey data and documentation. Electronic data should be compatible with SPSS 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).

### **Amount and Length of Awards**

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is expected that the project tasks will be successfully performed within a 24-month (or shorter) period with work beginning October 2010. The cost estimates cannot exceed \$350,000 for the 24-month period.

**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 2010 salary table for SES employees is available at <http://www.opm.gov/oaca/10tables/indexSES.asp>.) Note: A recipient may 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 BJS. An applicant that wishes to request a waiver must 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 that the applicant adjust and resubmit their 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 that is to be done.

## Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Grantees are required to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to “What an Application Must Include” (below), for additional information on applicant responsibilities for collecting and reporting data. Performance measures for this solicitation are as follows:

<b>Objective</b>	<b>Performance Measures</b>	<b>Data Grantee Provides</b>
<p>To conduct a census of problem-solving court programs serving drug-involved offenders nationwide. Collect information pertaining to court operations and offender characteristics.</p>	<p>The number of scheduled data collection series and special analysis to be conducted.</p> <p>Percent of responses that are obtained by electronic means.</p> <p>Quality of management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits.</p>	<p>Recommendations for final revisions to data collection instruments 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) utilizes methods that minimize data collection costs including a web-based option to the paper instrument.</p> <p>Number of responses that are obtained by electronic means.</p> <p>Number of responses. Recipient must achieve a 90% or better survey response rate. (Target: 90% or better. A response rate lower than the 90% threshold is unacceptable.)</p> <p>Minimal number of missing or inconsistent data in data file (Target: 10% or less of respondents require post-validation follow-up and error correction.)</p> <p>Data collection plans, protocols, and systems that include (1) methods to encourage interest and support from the participating drug courts, (2) techniques for obtaining high response rates from sampled drug courts, (3) plans and systems that maximize the use of electronic response options, and (4) a methodology to address item and unit non-response. Demonstration that data collection protocol and systems have obtained high-quality and comprehensive data with minimal</p>

		missing or inconsistent data in file, minimal post validation follow-up, and all target responses rates have been achieved.
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## 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 grants 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](http://www.grants.gov). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **800-518-4726**, 24 hours, 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 application deadline specified.

All applicants are required to complete the following.

1. **Acquire a Data Universal Numbering System (DUNS) number.** A DUNS number is required for Grants.gov registration. The Office of Management and Budget requires that all businesses and nonprofit applicants 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 866-705-5711 or by applying online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com). Individuals are exempt from this requirement.
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 Central Contractor Registration (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 via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization’s DUNS number to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).



4. **Acquire authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.
5. **Search for the funding opportunity on Grants.gov.** Please 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 16.734, titled "Special Data Collections and Statistical Studies," and the funding opportunity number is 2010-BJS-2659.
6. **Submit an application consistent with this Solicitation.** Within 24-48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused 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."

### **Experiencing Unforeseen Grants.gov Technical Issues**

If you experience unforeseen Grants.gov technical issues beyond your control that prevent you from submitting your application by the deadline, you must contact the BJS staff within **24 hours after the deadline** and request approval to submit your application. At that time, BJS staff will require you to e-mail the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its 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.

Notifications regarding known technical problems with Grants.gov are posted on the OJP funding Web pages at [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

### **What an Application Must Include**

This section describes what an application is expected to include and sets out a number of elements. 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

nevertheless be made to make an award, 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 not responsive to the scope of the solicitation or do not include a program narrative, budget, budget narrative, tribal resolution (if applicable), and resumes/curriculum vitae of key personnel will not proceed to peer review and will not receive further consideration.

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

#### **Standard Form 424**

Please see [www.ojp.usdoj.gov/funding/forms/application\\_sf424.pdf](http://www.ojp.usdoj.gov/funding/forms/application_sf424.pdf) for instructions on how to complete your SF424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the "Type of Applicant 1" data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

#### **Program Narrative**

This should describe the activities in the Statement of Work and address the evaluation criteria. The narrative should provide a detailed timeline and budget for project activities. The narrative should demonstrate the applicant's knowledge of survey methodology and capabilities to handle a national collection of criminal justice data.

#### **Budget and Budget Narrative**

A sample budget worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at [www.ojp.gov/financialguide/index.htm](http://www.ojp.gov/financialguide/index.htm).

#### **Indirect Cost Rate Agreement**

Documentation of Federally Approved Indirect Costs Agreement. Applicants that do not have a federally-negotiated cost rate and wish to establish one may submit a proposal to their "cognizant" federal agency. In general, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, information needed to submit an indirect cost rate proposal can be obtained at [http://www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

#### **Plan for collecting the data required for performance measures.**

(See "Performance Measures" on page 7.)

#### **Tribal Authorizing Resolution**

If an application is being submitted by either (1) a tribe or tribal organization, or (2) by 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 residents must 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 must include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at a minimum, the applicant must submit an unsigned, draft tribal resolution as part of its application. An applicant failing to submit either a signed or an unsigned copy of a tribal resolution as part of its application will be eliminated from funding consideration. If selected for funding, any applicant that has submitted an unsigned tribal resolution must submit the signed copy of the tribal resolution to OJP within 30 days of acceptance of the award. In all such cases, use of and access to funds will be contingent on receipt of the signed tribal resolution.

### **Other Attachments**

**Key staff information.** This should include a staff loading chart, by task, showing the role and number of hours 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 cooperative agreement; 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://bjs.ojp.usdoj.gov/content/pub/pdf/bjsmpc.pdf>.

**Human Subjects Protection Certification of Compliance.** BJS requires the funding recipient to submit proper documentation to be used to determine that the research project meets the federal requirements for human subjects protections set forth in 28 CFR Part 46. A model certificate, describing the necessary information to be provided by the funding recipient, can be accessed at <http://bjs.ojp.usdoj.gov/content/hscr.cfm>.

## **Selection Criteria**

Proposals should describe the plan and implementation strategies to perform the tasks outlined in the Statement 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. Statement of the Program (10%)**

The content of the proposal should completely address the tasks outlined in the Statement of Work and scheduled time line. Project goals and target dates should be clearly stated.

## **2. Project Design and Implementation (30%)**

The applicant should demonstrate knowledge of applied survey research, including survey construction, interview techniques, data collection, the use of multi-mode data collection techniques with an emphasis on electronic methods, data coding, entry and verification, and the production of public-use data files readable by a variety of statistical software such as SPSS and SAS.

## **3. Capabilities and Competencies of the Organization and Project Personnel (30%)**

The applicant should demonstrate capacity and experience of the organization and project staff to (1) understand and utilize currently accepted survey research methods; (2) collect administrative data from a large number of justice system or similar entities; (3) implement multiple modes of data collection; (4) clean and verify data, reconcile data to known totals, and provide files that represent respondent data with maximum accuracy; (5) provide an adequate computing environment that includes data security, an electronic data collection, and the hardware and software for producing public-use files; (6) provide up-to-date tracking of the data collection and regular reporting of progress; and (7) identify and communicate potential problems needing to be addressed, as well as problem-solving techniques.

## **4. Project Budget (20%)**

The 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 noted. Methods of conserving costs while maximizing use of existing resources should be presented. Applicant should include detailed breakout of staff resources and other costs, by project task.

## **5. Project Outcomes and Evaluation (10%)**

The degree to which the application demonstrates how success in meeting the project time lines and the data collection goals (e.g., response rates and data quality), as detailed in the performance measures, will be systematically documented and monitored.

## 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 be reviewing the applications submitted under this solicitation as well. BJS may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this application. Eligible applications 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, 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 and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the budget and budget narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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

Applicants should be aware that winning applications might be made available to the public, after redactions of information determined to be covered by Privacy Act considerations.

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. 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).

- [Civil Rights Compliance](#)
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting 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

## Application Checklist

### 2009 Census of Problem-Solving Courts

The application check list has been created to aid you in developing your application. Below is a list of required items.

#### The Application Components:

- Statement of the Problem/Program
- Project Design and Implementation
- Capabilities/Competencies
- Budget Narrative
- Budget Detail Worksheet
- Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures

#### Other:

- Standard Form 424
- Privacy Certification
- Human Subjects Protection Certification of Compliance
- Indirect Cost Rate Agreement (if applicable)