



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 for the Deaths in Custody Reporting Program: Arrest-Related Deaths data collection, analysis, and dissemination activities. 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 project, conducted under the Deaths in Custody Reporting Program, furthers the missions of the Department, OJP, and BJS 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.

## **2010-2012 Deaths in Custody Reporting Program: Arrest-Related Deaths 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 14)

**All applications are due by 5:00 p.m. Eastern time on June 25, 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 other requirement of this solicitation, contact Andrea Burch, BJS Statistician, at 202-307-0765 or via email at [askbjs@usdoj.gov](mailto:askbjs@usdoj.gov). Include "ard10" in the subject line.

## CONTENTS

Overview.....	3
Deadlines: Registration and Application.....	3
Eligibility.....	3
Project-Specific Information.....	6
Performance Measures.....	13
How to Apply.....	14
What an Application Must Include:.....	16
Standard Form 424	
Program Narrative	
Budget and Budget Narrative	
Indirect Cost Rate Agreement ( <i>if applicable</i> )	
Description of Applicant's Plan for Collecting Performance Measure Data	
Tribal Authorizing Resolution	
Other Attachments	
Selection Criteria.....	18
Review Process.....	20
Additional Requirements.....	21
Application Checklist.....	22

## **2010-2012 Deaths in Custody Reporting Program: Arrest-Related Deaths CFDA #16.734**

### **Overview**

The Bureau of Justice Statistics (BJS) is seeking proposals for assistance in the development and implementation of the 2010-2011 Arrest-Related Deaths (ARD) Program. In addition, BJS is seeking assistance in the development of alternative designs for the 2012 ARD Program. BJS anticipates that this 24-month award will begin on October 1, 2010 and will continue until September 30, 2012.

Public concern about the completeness and accuracy of information regarding deaths occurring in prisons and jails or during the process of arrest led to the passage of H.R. 1800, *The Death in Custody Reporting Act of 2000* (DICRA), Public Law 106-297. As the statistical agency for the Department of Justice, BJS was directed by the Attorney General to implement the data collection requirement of the DICRA legislation. In compliance with the specifications outlined in PL 106-297, BJS began collecting data on all inmate deaths in local jails, state prisons, and juvenile correctional facilities. In 2003, BJS expanded the Deaths in Custody Reporting Program (DCRP) to include deaths that occur in the process of arrest by state and local law enforcement agencies.

The purpose of ARD program is to comprehensively identify and record deaths occurring during the process of arrest nationwide. From its inception through calendar year 2009, the ARD collection has been managed in-house by BJS staff. With this solicitation, BJS seeks a data collection agent for the 2010 and 2011 ARD program. The correctional component of the DCRP is not included in this solicitation.

For background on the DCRP, see the special topic page on the BJS Website at: <http://bjs.ojp.usdoj.gov/index.cfm?ty=tp&tid=19>

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 25, 2010. Please see the "How to Apply" section on page 14 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).

## Background Information

### Arrest-Related Deaths Program, 2003-2009

When the DICRA was enacted, only California and Texas had statutes requiring that information on arrest-related deaths be collected and reported at the state-level. For the remaining 48 states and the District of Columbia, the ARD program was the first attempt to collect state-wide counts of deaths occurring in the process of arrest.

The original design of the ARD program specified that state-level reporting agents would submit arrest-related deaths data to BJS. In developing the program, BJS contacted multiple offices in each state to determine an appropriate reporting agent and data provider. The Attorneys General of California and Texas agreed to complete statewide reports of arrest-related deaths for submission to BJS. In the remaining states, BJS worked with a variety of existing state agencies in order to develop a means of identifying arrest-related deaths and obtaining data on the characteristics of those deaths. The most common type of state reporting agent is a state criminal justice commission,<sup>1</sup> commonly administered by the governor's office. Other data providers include the state attorneys general, state police departments, state departments of correction, offices of the state medical examiner, state departments of public safety, and state offices of financial management. While every state identified a data provider, three states – Georgia, Maryland, and Montana – never submitted records.

Regardless of which state office has taken the lead in compiling data on the death records, most states use multiple data sources in this effort. The DICRA did not mandate how information on arrest-related deaths should be collected, nor did BJS specify how state agencies should identify cases and obtain data. Subsequently, states developed their data collection strategies in relation to their preferences and resources. Although many states report using multiple sources to gather information on arrest-related deaths, state and local law enforcement agencies were the most common source of data used by the state reporting agents. Law enforcement agencies voluntarily reported arrest-related deaths to 40 state-level data providers. In some cases when the law enforcement agency did not respond to an information request, the state reporting agent used the media accounts to obtain details about each arrest-related death.

DICRA did not explicitly define what constitutes, “in the process of arrest.” BJS worked with both state agencies and the law enforcement community to establish criteria for determining which deaths to include in a definition of “arrest-related.” The ARD program’s definition of “arrest-related” is more expansive than traditional notions of police “use of lethal force” or “justifiable homicides” in that it also includes deaths in which officers may not be directly involved in the circumstances resulting in the death (e.g., suicide, deaths due to alcohol/drug intoxication, illness, and accidental injury). Please see the attached supporting documents for a more detailed explanation of the definition currently used by the ARD program.

With the assistance of the law enforcement and medical communities, BJS created a data collection instrument (CJ-11A) for use by state reporting agents. A copy of the 2009 data collection instrument and a list of the state offices participating (CJ-11) are attached as appendices to this solicitation. BJS is currently in the process of developing a modified CJ-11A

---

<sup>1</sup> Almost half of the state reporting agencies that assist BJS in this program are statistical analysis centers supported by BJS. The statistical analysis centers are members of the Justice Research and Statistics Association.

form for use in the 2010-2012 collections. For planning purposes, the 2009 CJ-11A should be used as a guide for data collection expectations for the 2010-2012 program.

### *Program Design*

The existing ARD program design has three main components: 1) identification of arrest-related deaths, 2) acquisition of descriptive characteristics surrounding the deaths, 3) the submission of completed CJ-11A forms to BJS for data entry, data analysis and the dissemination of program findings.

State reporting agents use various techniques to identify deaths consistent with the ARD program definition. Some of these methods include surveying all police departments in the state, surveying all county medical examiners or coroner's offices in the state, and conducting multi-media searches.

Once an arrest-related death is identified, state reporting agents used a variety of approaches to obtain the information needed to complete the CJ-11A. Some states phoned or emailed agencies directly. Other states obtained more detailed characteristics of the incidents from primary sources, such as police reports from law enforcement agencies and/or autopsy reports from medical examiners' or coroners' offices. State reporting agents also consult media reports when information from primary sources is unavailable.

It has been BJS' experience that submitted CJ-11A forms are frequently incomplete and require follow-up contact with the state reporting agents. Some follow-up involves tracking records until the autopsy reports or other final determinations of the official cause of death are resolved. Other follow-up includes rectifying inconsistencies or errors found in the submitted CJ-11A forms.

With the data provided by state reporting agents, BJS conducts analyses and releases findings about arrest-related deaths either as a BJS report (Mumola, 2007) or web-based tables describing the program's findings. BJS disseminates the results of the ARD collection in web-based tables that distinguish between homicides by law enforcement officers, suicides, deaths due to alcohol/drug intoxication, illness, accidental injury, and other cases. Results of the 2003-06 collection are available at: <http://bjs.ojp.usdoj.gov/index.cfm?ty=pbdetail&iid=1226>.

During the 4 year period from 2003-2006, BJS received an average of 693 CJ-11A forms each year. For a number of reasons—some states do not participate, some state records are incomplete, and the number of reports increased from 2003 to 2006, these totals may underestimate the actual number of arrest-related deaths. In light of the concerns regarding missing data, BJS intends to build on the current ARD Program's strengths while exploring modifications in the data collection and, coding, as well as the analysis of program data.

During 2009, BJS obtained approval from the Office of Management and Budget to conduct data collection for the current program through December 2012. BJS staff are now working with the existing state reporting agents to complete the data collection for 2007 through 2009. We anticipate that BJS will release the initial findings for these years by the end of 2010.

The existing program design took into considerations: 1) difficulties in collecting timely data on rare (and often controversial) events from the more than 17,000 state and local law enforcement agencies, 2) difficulties in collecting additional data from independent medical authorities across the county, and 3) limited administrative and programmatic resources to support this effort.

Despite these impediments, the ARD program has achieved many of the objectives for generating national statistics on the nature and extent of deaths that occur following police intervention.

Under the 2003-2009 ARD methodology, the identification of arrest-related deaths and acquisition of pertinent data has not been comprehensive. Several states do not participate in the program. Of the states that do participate, some unknown number of arrest-related deaths goes unrecorded by reporting agents.

The current data definitions and instructions do not clearly identify the source of information for each item on the CJ-11A form or stipulate how state data collection agents resolve discrepancies between law enforcement, medical and media accounts of arrest-related deaths. Furthermore, the current questions and response codes may not be adequate to capture the complexities of some arrest-related deaths. Lastly, BJS reports only counts of arrest-related deaths. A more fully developed statistical series might identify characteristics of incidents, individuals, agencies, or states from which policy-relevant and theoretically meaningful arrest-related deaths rates can be constructed.

Another complication in this program is the concentration of arrest-related deaths in a small number of large law enforcement agencies. Of the arrest-related deaths reported to BJS during 2003 through 2006, 55% occurred in 100 large law enforcement agencies. This suggests the benefits of a data collection effort that focuses on large law enforcement agencies. Of course, a program that focuses exclusively on large agencies would likely not identify a substantial proportion of arrest-related deaths that occur in the thousands of other state and local law enforcement agencies.

## **Project-Specific Information**

### **Arrest-Related Deaths Program, 2010-2012**

With this solicitation, BJS has committed financial resources to support consistent and continuous multi-year national data collection. The recipient of funds should promote the following ARD program goals: (1) consistent operation in all 50 states and the District of Columbia, (2) procurement of complete and accurate information on all arrest-related deaths, (3) enhancement in the relevance of data analysis, and (4) increased efficiency and timeliness of data collection and dissemination. To accomplish these goals, BJS will maintain the existing ARD program and simultaneously incorporate new elements.

BJS views the recipient of funds as a partner in developing improved measures, collection strategies, and analytic efforts. As with other BJS statistical programs, it is essential that this program work collaboratively with other agencies in order to provide useful, objective, and timely statistics. BJS works closely with law enforcement and other agencies to minimize the burden on them caused by our data collection efforts. However, it should be noted that the participation of law enforcement agencies, medical examiners, coroners' offices, state reporting agents, or any other state or local agency is voluntary.

The recipient of funds will assist BJS in transitioning toward a more uniform, nationwide collection of statistical information on the prevalence and characteristics of arrest-related deaths. The recipient of funds will be responsible for two concurrent tasks: (1) data collection for calendar years 2010-2011 and (2) design of alternative data collection methods for 2012.

## **2010 Arrest-Related Deaths Program**

For arrest-related deaths that occur during calendar year 2010, the ARD Program will, for most states, continue to use the existing state-level reporting agents to identify and describe arrest-related deaths. This approach is designed to promote the continuity of the existing program while evaluating the feasibility and efficiency of alternative program elements.

As the first new element of the 2010 ARD program, BJS will select a recipient of funds to serve as a national data collection agent (NDCA). BJS will provide the NDCA with a copy of the approved 2010 CJ-11A form (and associated instructions) and contact information for all operational state reporting agents. BJS anticipates providing copies of the 2010 CJ-11A forms to state reporting agents by August 2010. At the present time, state reporting agents have the option of submitting death records either quarterly or annually. Many states prefer to submit quarterly reports to spread the reporting burden out over a period of time; others choose to make a single submission at the end of the calendar year. BJS anticipates that some states will submit some 2010 data to BJS prior to the start date of this project. The NDCA should be prepared to review submitted data and conduct follow-up with some state agents and prepare to conduct data entry shortly after the initiation of this award.

BJS will facilitate the introduction of NDCA staff to the staff of each state reporting program. Once this initial contact has been made, all subsequent forms will be sent to the NDCA. Afterwards, the NDCA will operate as the BJS agent, working with each state program to identify 2010 arrest-related deaths and to obtain complete and internally consistent responses on the 2010 CJ-11A form.

The NDCA will be responsible for obtaining the 2010 CJ-11A forms, identifying incomplete and inconsistent data, and contacting the state reporting agents for clarifications and, if necessary, additional data. In addition, the NDCA will generate a report for each state reporting agent confirming their receipt of any data submissions. This receipt should also include any requests for follow-up information about those cases. Upon receiving information from state reporting agents, the NDCA will be responsible for entering data for each arrest-related death into an SPSS file. On a quarterly basis, the NDCA will produce descriptive statistics and diagnostic tests on the 2010 ARD data file. These tasks are currently performed by BJS staff.

Beginning with the 2010 data collection effort, the recipient of funds should provide technical assistance to state reporting agents as needed. This second new component of the ARD program is intended to improve the identification of arrest-related deaths, to enhance the consistent coding of information on the CJ-11A form, and to reduce the burden on state reporting agents and the medical and law enforcement agencies they contact. The recipient of funds may provide this technical assistance over the phone or by email. The technical assistance may come in the form of a packet of instructions for each state or involve NDCA staff participation in professional meetings (e.g., Justice Research and Statistics Association, National Association of Medical Examiners, etc.) where large numbers of state reporters are present.

The third new element of the ARD program will be the development and use of internet-based or other search mechanisms for identifying arrest-related deaths. The results of these searches will be used to identify arrest-related deaths that may not have been captured by state reporting agents. The NDCA should pilot the use of multi-media searches through the end of calendar year 2010 to identify arrest-related deaths that occurred during 2010. Based on this experience,

the recipient of funds should have a systematic method in place for identifying arrest-related deaths by January 1, 2011. The NDCA should also develop procedures for disseminating information yielded in these searches to the state reporting agents for their follow-up with local medical and law enforcement agencies.

For the limited number of states without operational state reporting agents, the NDCA will be responsible for performing the functions of a state reporting agent for arrest-related deaths that occur during 2010 and 2011. At the initiation of this project, BJS will identify those states without an operational reporting agent. By December 1, 2010, the NDCA will prepare a plan to identify arrest-related deaths and for collecting data on the characteristics of those deaths for seven states with an average of 25 arrest-related deaths each year. BJS anticipates approving those plans by January 1, 2011.

By March 31, 2011, the recipient of funds must provide BJS a fully documented data file for all the 2010 arrest-related deaths for which they have received information as of March 15, 2011. This file should include all identified deaths, including those with incomplete records for all data elements.

By June 30, 2011, the recipient of funds must provide BJS with the final fully documented SPSS data file for all arrest-related deaths for which they have received information as of June 23, 2011. This file should include all identified deaths, including those with incomplete records for all data elements.

### **2011 Arrest-Related Deaths Program**

For arrest-related deaths that occur during calendar year 2011, the ARD Program will continue the program design elements implemented in 2010. In collaboration with BJS, the NDCA will be responsible for communicating directly with state reporting agents, providing them with copies of CJ-11A forms and current instructions for completing those forms. As needed, the NDCA will provide technical assistance to state reporting agents. The NDCA will receive 2011 CJ-11A forms, check them for completeness and consistency, contact state reporting agents to obtain clarifications or additional information, and code and enter the data received into a statistical data file. The recipient of funds will produce draft tabulations of these data for BJS review and an interim 2011 data files beginning in June 30, 2011, and on a quarterly basis until the submission of the final data file on June 30, 2012.

During 2011, the NDCA will continue to operate as the state reporting agent for seven states with an average of 25 arrest-related deaths per year. By January 1, 2011, the NDCA will create, test, and implement a fully operational web-based data entry system for use by state reporting agents. While CJ-11A forms can be returned by mail or fax, respondents should be encouraged to submit their data electronically. The electronic reporting system should provide respondents with a secure option for submitting death records. The presentation of the online reporting instrument should be based on the appearance of the data collection forms. The online reporting instrument should also allow respondents to access and edit previously submitted records, so that incomplete records can be updated throughout the year. Respondents should also be able to print a .pdf copy of their completed form for each death reported as well as summary statistics for their jurisdiction. This web-based data entry system should be reviewed and approved by BJS prior to its availability to state reporting agents.



## **2012 Arrest-Related Deaths Program: Design Phase**

The recipient of funds will assist BJS in assessing alternative approaches for collecting data on arrest-related deaths that occur during 2012. Among the alternative proposals to be considered are the feasibility and efficiency of 1) collecting information on arrest-related deaths directly from large law enforcement agencies and associated medical agencies, 2) using data collected by the National Violent Death Reporting Program of the Centers for Disease Control and Prevention (CDC), 3) the replacement of all state reporting agents with a single national data collection agent, and 4) the enhancement of the current state reporting effort with financial support, consistent training, standardization of the methods of identifying arrest-related deaths, the collection of information about those deaths, and the coding of information on the CJ-11A form.

BJS and the recipient of funds may consider other alternative approaches to collecting arrest-related death information during 2012.

The recipient of funds will conduct a pretest to determine the extent to which law enforcement agencies and local medical agencies can accurately complete the relevant sections of the current CJ-11A form. This pretest should include a variety of law enforcement agencies but must be limited to no more than 9 jurisdictions. The pretest should assess the difficulty of obtaining particular data elements and the amount of the burden on the respondents. Copies of the CJ-11A can be sent to the recipients and the assessment of the difficulty and burden can be completed in person or over the phone.

The recipient of funds, in collaboration with BJS, will organize an initial meeting that will include a dozen managers of large law enforcement agencies, representatives of national law enforcement professional organizations and law enforcement researchers. This meeting will review the history of the ARD program, and the nature of the data collections to date, and consider the feasibility of collecting ARD data directly from law enforcement agencies and associated medical agencies.

The recipient of funds, in collaboration with BJS, will also organize a second meeting that will include a dozen representatives of state reporting agencies, managers of the CDC's National Violent Death Reporting Program, representatives of professional associations representing state criminal justice statistical agencies, and law enforcement researchers.

The effort to review and assess alternative approaches to collecting arrest-related deaths should begin within 1 month of the initiation of this project. The meetings and the testing of the feasibility of direct law enforcement completion of the CJ-11A must be completed by February 15, 2011. The recipient of funds will use the knowledge gained from holding these meetings, conducting these tests, and operating the 2010 and 2011 program to produce a report to BJS assessing the relative strengths and weakness of alternative approaches to collecting data on arrest-related deaths. A draft of this report shall be submitted to BJS by March 1, 2011. By March 31, 2011, BJS will determine the design of the 2012 ARD program and, if necessary, will submit the necessary information to the U.S. Office of Management and Budget for approval to use these procedures during the collection of arrest-related deaths that occur during 2012.

## **2012 Arrest-Related Deaths Program: Data Collection Phase**

This solicitation does not cover efforts to collect data on arrest-related deaths that occur during 2012. BJS may decide to provide funding for the collection of data for 2012 based on a supplement to the existing award to the recipient of funds or it may decide to issue a new solicitation to compete the award for 2012 and future years.

### **SCOPE OF WORK**

The recipient of funds is expected to complete the following tasks:

- Within 2 weeks of the project start date, the recipient of funds will review and update the schedule for the initiation and completion of tasks under this program. The timetable should include all tasks from an initial meeting with BJS to delivery of the final data file. After the BJS program manager has agreed to the timetable, all work must be completed as scheduled.
- The first data collection cycle will cover all deaths that occurred in the process of arrest during calendar year 2010. BJS will distribute the CJ-11A data collection forms for 2010 prior to the initiation of this award. The recipient of funds will complete the collection of data on all arrest-related deaths that occurred during calendar year 2010 by June 30, 2011.
- The second data collection cycle supported under this award will cover all deaths that occur in the process of arrest during calendar year 2011. The recipient of funds will review and, if appropriate, suggest revisions to the 2011 data collection instrument provided by BJS.
- The recipient of funds, in collaboration with BJS, will produce copies of the 2011 data collection forms (CJ-11A) and associated instructions for distribution to state reporting agencies by January 1, 2011. The recipient of funds will complete the collection of data on all arrest-related deaths that occurred during calendar year 2011 by June 30, 2012.
- For up to 7 states where the reporting agents are identified by BJS as not fully operational, the recipient will operate as state reporting agent. In these states, the recipient of funds will identify all arrest-related deaths that occur during 2010 and 2011, compile information from local law enforcement and medical agencies about these deaths and enter the data on to CJ-11A forms or in the ARD data file.
- Refine and implement methods to encourage support for, assistance to, and participation in the ARD program from the existing state-level reporting agents as well as national, state and local law enforcement agencies, medical agencies, and professional organizations. In addition, facilitate inter-agency working agreements with state reporting agents.
- Develop an online or web-based reporting tool which respondents can use to submit their data for 2011 and 2012. The electronic reporting system should provide respondents a secure option for submitting death records. The presentation of the online reporting instrument should simulate the data collection forms. The online reporting instrument should allow respondents to access and edit previously submitted

records, so that incomplete records can be updated during the year. Respondents should also be able to print out a .pdf copy of their completed form for each death reported as well as summary statistics for their jurisdiction. The electronic reporting system should provide respondents a secure option for submitting death records.

- In collaboration with BJS, organize two meetings that will provide information to inform the design of the 2012 ARD program. The first meeting will primarily involve law enforcement experts and will focus on the value and feasibility of direct reporting of arrest-related deaths by all or a sample of large law enforcement and associated medical agencies. The second meeting will primarily involve state-level officials currently involved in the ARD program and state-level managers of the CDC National Violent Death Reporting Program. This second meeting will focus on methods to enhance state level reporting of arrest-related deaths. Each meeting will include approximately 12 invitees and should occur in late 2010 or early 2011.
- Test the feasibility of collecting ARD data directly from law enforcement agencies and associated medical agencies in no more than 9 large jurisdictions. The testing should assess the difficulty of obtaining particular data elements and quantify the burden on the respondents.
- Submit a report to BJS by February 15, 2011 that assesses the feasibility of alternative approaches for collecting data on arrest-related deaths during 2012.
- Design and build a national database for the ARD program that contains detailed data on each death record submitted; including individual information such as names or other personally identifying information. The ARD records will also contain information that identifies the law enforcement agency present when the death occurred. BJS will provide the recipient of funds an electronic copy of the 2008 Census of State and Local Law Enforcement Agencies and the recipient of funds will use the agency names and identifiers in this file as the basis for the ARD program database. All personal-and agency identifiable information must be maintained in accordance with 28 CFR Part 22.
- Design and implement a real-time tracking system which allows both the recipient and BJS to view the status of each death report, including the date of submission, mode of submission (fax, online, mail, or electronic file), absence of data elements, and the date of entry into a national database. The tracking system should also allow both the recipient and BJS to view case records in their entirety, and note the date a case was considered a complete record.
- As part of the regular contact with state reporting agents, determine and record the methods used by each state reporting agent to identify arrest-related deaths and the procedures used to contact law enforcement and medical agencies. By June 30, 2011, the NDCA must prepare a report to BJS that describes these procedures in each state. This report should include information on whether state reporting agents survey law enforcement agencies in their state, whether the state reporting agent obtains official police reports or deaths certificates, and whether the CJ-11A form is completed by law enforcement agencies, medical agencies or the state reporting agent.
- Communication regularly with the BJS project manager and provide summary reports on the status of the collection. Formal meetings between the BJS program manager and

the recipient will be scheduled as needed and will take place at a location mutually acceptable to both parties. Conference calls between the BJS program manager and the recipient's project director shall be held at least once a month. The recipient must submit to the BJS program manager quarterly progress reports including, (1) all activities performed during the quarter, (2) problems encountered during the quarter and proposed or enacted solutions, (3) current status of the collection, (4) a brief discussion of the expenditure of funds, (5) a statement as to whether problems encountered will affect the planned time frames for completion of the data collection as specified in the delivery schedule, and (6) the status of the project relative to the remaining budgeted amount.

- Deliver a final ARD data file for 2010 to BJS by June 30, 2011, along with documentation meeting BJS specifications and in the requested formats. The recipient should plan on delivering data to BJS either directly or through other secure methods, such as downloads through a secure Website.

Documentation should include, but is not limited to, a comprehensive codebook detailing variable positions, data coding, variable name and value labels, any recoding implemented during the data cleaning process, methods used for dealing with missing or incomplete data, any data allocations, imputations, or non-response adjustments, and copies of all program code used to generate the data file.

BJS retains all rights to exclusive use of the data until BJS releases the public use dataset, which will be available to the public via the BJS website and at the National Criminal Justice Data Archives at the University of Michigan. Publication, presentation, or dissemination of the data in any form, prior to official release by BJS is prohibited.

BJS anticipates that the ARD program will identify a total of approximately 1,600 arrest-related deaths during 2010 and 2011.

- Provide analytical support to BJS in the production of annual data tables published on the BJS Website devoted to DCRP statistics. This support will involve development and maintenance of SPSS programs to generate tables easily converted to Micro-soft Excel format for the dissemination of program findings on the BJS web page.
- Using available data from arrest-related deaths incidents from 2010, prepare draft versions of the statistical tables currently used by the ARD program by July 15, 2011. BJS anticipates releasing statistical tables from 2010 incidents by September 30, 2011. (BJS anticipates that data on a small number of arrest-related deaths during 2010 may become available between June 30, 2011, and September 1, 2011, for use in the final tables).
- Using available data from arrest-related deaths incidents from 2011, prepare draft versions of the statistical tables currently used by the ARD program by July 15, 2012. BJS anticipates releasing statistical tables from 2011 incidents by September 30, 2012, (BJS anticipates that data on a small number of arrest-related deaths during 2010 may become available between June 30, 2012 and September 1, 2012 for use in the final tables).

## Amount and Length of Awards

**All BJS awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.** Funding for this project will be made available under a cooperative agreement. The award will be made for a period of 24 months. Cost estimates are not to exceed \$350,000 for the 24-month period.

## Budget Information

**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/oca/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 Bureau of Justice Statistics. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of their 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. Performance measures for this solicitation are as follows:

<b>Objective</b>	<b>Performance Measure(s)</b>	<b>Data Grantee Provides</b>
1) Collect Data on Arrest-Related Deaths during 2010 and 2011.	<p>Quality of project management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs were maintained within approved funds.</p> <p>Achieve a 95% or better response rate.</p>	<p>The number of respondents with information on arrest-related deaths from the states, including the District of Columbia.</p> <p>The number of responses with information on arrest-related deaths from the state, including the District of Columbia.</p>
2) Improve program design for 2012 data collection and data analyses.	<p>Quality of research as measured by where significant interim project milestones were achieved, final deadlines were met, and costs were maintained within approved funds.</p>	<p>One technical report with methodology, analyses, and findings to BJS by February 15, 2011.</p>
3) Deliver final data set with complete supporting documentation to BJS.	<p>Percent of deliverables (including final reports) that meet BJS's expectations for depth, breadth, scope, quality of study, and pertinence (as determined by BJS).</p>	<p>Project completed within 24-months of project start date, with complete documentation of meetings, conference calls, progress reports, and respondent contacts that provide evidence of consistent advancement toward meeting the project's objectives.</p> <p>Deliverables submitted on schedule that meet BJS expectations for accuracy and completeness with file documentation and a report with data collection results, collection-related issues, and suggested improvement for future surveys.</p>

## How to Apply

Applications will be submitted through [Grants.gov](http://Grants.gov). [Grants.gov](http://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.dnb.com](http://www.dnb.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 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-2756.
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 résumés/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," "Résumés") for all attachments. OJP recommends that résumés be included in a single file.



An application must include the following:

### **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 [http://www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.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 <http://www.ojp.usdoj.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" section above.)**

### **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. Résumés of the proposed project director and key staff should be submitted with the proposal.

The applicant will be evaluated on the basis of:

### 1. Understanding of the Project (5%)

The content of the proposal should show a clear understanding of the project and 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%)**

Application should demonstrate (1) an understanding of the complexities of collecting potentially controversial data about arrest related deaths from law enforcement and medical agencies, (2) the development and current status of the Arrest-Related Deaths Program, (3) the potential value of a fully developed statistical program on arrest related deaths for improving future law enforcement policies, training, and research, (4) a familiarity with the diverse operation and relationships among law enforcement agencies, medical agencies, statistical analysis centers in the fifty states and the District of Columbia, (5) an understanding of the social processes that underlie a successful collaboration among federal, state, local and private organizations, (6) use of multi-modal data collection methods (web, fax, mail, phone) with an emphasis on electronic methods; (6) a thorough knowledge of current and innovative methods of data collection, follow-up contacts, and providing technical assistance as needed to ease respondent burden, with the aim of reducing collection time, reducing time between receipt of data, review of data, and follow-up contact to clarify discrepancies; (7) use of currently accepted applied survey research and social science research methods, with an emphasis on instrument design, data collection, data coding and cleaning, data verification, response rates, and the production of public-use data files; (8) a capacity to create and maintain an efficient and competent system for tracking, monitoring, and documenting the responses, non-response follow-up, data coding, and data verification processes; (9) a capacity to provide technical assistance to state and local agencies, (10) the capacity to organize meetings for national experts on law enforcement state level statistical analysis, (11) the ability to produce sufficiently technical background information on the alternative designs for the 2012 program that can form the basis of a submission to the Office of Management and Budget, and (12) the ability to produce data files for analysis and report production in formats readable by a variety of statistical software, such as SAS and SPSS.

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

Demonstrated 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 state and local agencies; (3) design and 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) produce well-documented data files, (6) prepare concise, well-written reports, whose findings are derived from a rigorous analyses of the available data, and (7) understand the underlying research issues and controversies in collecting, coding and analyzing data on arrest-related deaths in the United States.

The proposal should specify the extent to which the applicant has successfully completed similar projects on time and on budget. Please describe any projects completed in the past two years that required supplemental funds and the rationale for receiving those funds.

## **4. Project Budget (30%)**

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, including a history of completing past project on time and within proposed budget. 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. Proposals with approved indirect cost rates should specify the major elements (office space, financial management, computing equipment and services, etc.) covered by indirect costs.

This project requires a budget that is reasonable for the scope of work at hand, recognizing it is a larger scope than previous administrative law enforcement collections. For reference on developing an appropriate budget for this project, consider that this work is a combination of two previous data collections; LEMAS and specialized units such as Gangs or Aviation. While the budget is not clearly stated in this solicitation, fiscal responsibility must be the guiding principle while prioritizing the need for rapid, efficient data collection. Budgets will be judged accordingly.

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

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 wellversed or has expertise in the subject matter of this application. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewer's 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
- Research and the Protection of Human Subjects
- 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 Check List**  
**2010-2012 Deaths in Custody Reporting Program: Arrest-Related Deaths**

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)