



U.S. Department of Justice

Office of Justice Programs
Bureau of Justice Statistics

The U.S. Department of Justice, Office of Justice Programs, [Bureau of Justice Statistics](#) (BJS) is pleased to announce that it is seeking proposals to administer the 2010 Survey of Campus Law Enforcement Agencies. 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.

2010 Survey of Campus Law Enforcement Agencies

Eligibility

Applicants are limited to for-profit (commercial) organizations, non-profit 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" page 11)

All applications are due by 5:00 p.m. Eastern time on Monday, March 1, 2010.
(See "Deadlines: Registration and Applications," page 3)

Contact Information

For technical assistance with submitting the application, contact Grants.gov Customer Support Hotline at 1-800-518-4726 or via e-mail to support@grants.gov.

Note: The Grants.gov Support Hotline hours of operation are Monday - Friday from 7:00 a.m. to 9:00 p.m. eastern time.

For assistance with any requirements of this solicitation, contact Brian Reaves, Statistician, Bureau of Justice Statistics, at 202-616-3287 or via e-mail at brian.reaves@usdoj.gov. Include "clea2010" in the subject line.

2010-BJS-2476

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FY 2010 BJS Survey of Campus Law Enforcement Agencies CFDA #16.734

Overview

The Bureau of Justice Statistics (BJS) is seeking proposals for assistance in reviewing a preliminary design and for a data collection agent to field the 2010 BJS Survey of Campus Law Enforcement Agencies. The goal of this program is to generate accurate and reliable national statistics about the police and security agencies serving college and university campuses in the U.S. The survey will be conducted during calendar year 2010 and will collect information on the personnel, functions, budgets, policies, and programs of campus police and security agencies covering the 2009-2010 school year.

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

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 Monday, March 1, 2010. Please see the "How to Apply" section, page 11 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

The Survey of Campus Law Enforcement Agencies is part of a recurring effort by BJS to enhance our understanding of special jurisdiction law enforcement agencies. BJS conducted the first national survey of campus law enforcement agencies in 1995, focusing primarily on campuses offering at least a 4-year degree and enrolling 2,500 or more students. A second, revised survey was conducted covering the 2004-05 school year. Both surveys resulted in BJS reports that focused primarily on 4-year schools with 2,500 or more students. Data on 2-year colleges enrolling 10,000 or more students were included as appendices to both prior reports.

Both prior campus law enforcement surveys were designed and implemented by BJS staff in partnership with the International Association of Campus Law Enforcement Administrators. These two data collections were conducted primarily by BJS staff and both surveys had response rates of more than 80%. The 2010 Survey of Campus Law Enforcement Agencies will be the first in this series to rely solely on an external data collection agent.

The most recent study found that since the initial survey, the percentage of campuses using armed patrol officers increased from 66% to 72%. However, the percentage of campuses using sworn personnel was virtually unchanged. In 2004-05, 93% of public campuses used sworn officers compared to 42% of private campuses. Other selected findings from the 2004-05 survey included—

- A sixth of sworn campus police officers were female.
- Entry-level sworn police officers earned an average starting salary of \$30,600, about 6% less than their counterparts in local police departments.
- A sixth of campus law enforcement agencies required new officers to have a 2-year or 4-year college degree.
- Agencies required an average of more than 800 hours of training for new officers, ranging from about 400 hours at small private colleges to about 1,100 hours at large public universities.
- About 1 in 4 campus law enforcement agencies used in-field computers.
- More than two-thirds of campus law enforcement agencies included a community policing component in their overall campus security policy.
- About two-thirds of campus law enforcement agencies had a written terrorism response plan.
- Nearly all students at 4-year schools with 2,500 or more students had access to crime prevention programs provided by campus law enforcement personnel.

The BJS reports based on the two prior surveys of campus law enforcement agencies are available on the BJS website:

- Campus Law Enforcement, 2004-05
(<http://bjs.ojp.usdoj.gov/index.cfm?ty=pbdetail&iid=411>)
- Campus Law Enforcement Agencies, 1995
(<http://bjs.ojp.usdoj.gov/index.cfm?ty=pbdetail&iid=412>)

Data from these previous surveys can be obtained from the National Archive of Criminal Justice Data or from Brian Reaves at BJS.

Preliminary Design of the 2010 Survey of Campus Law Enforcement Agencies

BJS has developed a preliminary design for the 2010 Survey of Campus Law Enforcement Agencies. This preliminary design includes a revised eight-page survey instrument developed by BJS in conjunction with campus law enforcement officials. The preliminary design calls for this eight-page survey instrument to be administered to approximately 850 4-year campuses that enroll 2,500 or more students. In addition, a four-page questionnaire containing a subset of the eight-page items will be administered to approximately 550 smaller 4-year campuses that enroll 1,000 to 2,499 students and approximately 200 2-year campuses that enroll 10,000 or more students.

This design builds on previous BJS surveys of campus law enforcement agencies. Some survey questions have been revised to improve the reliability of the responses or lessen the burden on respondents. The additional sample of 4-year campuses has been added to capture information about law enforcement agencies at smaller colleges and universities. The preliminary design explicitly defines the nature and size of the campuses to be served and calls for surveying 100% of the law enforcement agencies on those campuses. Campuses that outsource their police or security services will not be included in the survey.

The preliminary design calls for obtaining response rates of 90% for the larger 4-year campuses and 2-year campuses, and 80% for the smaller 4-year campuses. The preliminary design calls for the agency surveys to begin in the spring of 2010 and that the survey data will be collected and a fully documented data file will be delivered to BJS by 12 months from the initiation of the grant award. In addition, the design for the 2010 Survey of Campus Law Enforcement Agencies

provides for another innovative element in this program — the use of public documents and web pages to compile information describing approximately 350 of the largest 4-year colleges and universities.

This design is derived from past experience with surveying campus law enforcement agencies, an interest in expanding coverage to some smaller schools and an interest in capturing information about the larger academic communities served by these law enforcement agencies.

Statement of Work

The 2010 BJS Survey of Campus Law Enforcement Agencies will generate updated information about the personnel, budgets, equipment, policies, and programs of law enforcement agencies serving 2-year and 4-year campuses.

The objectives of this project are to—

1. develop a plan to complete all phases of the project no later than 12 months after the start date;
2. review and assess the sampling strategy and survey instrument provided in the preliminary design and, if appropriate, propose alternative sampling strategies and instrument questions for BJS consideration;
3. develop support, assistance, and participation from the campus law enforcement community;
4. develop a multi-mode data collection plan with emphasis on a web-based system;
5. develop techniques to achieve the target response rates with emphasis on increasing participation of campuses under private control and with smaller enrollments;
6. administer the survey to up to 1,600 campus police and security agencies, conducting extensive follow-up to convert non-respondents and minimize item non-response;
7. develop an institutional profile for 4-year schools with 10,000 or more students;
8. maintain regular reporting to BJS and meet in-person or via teleconference with the BJS project manager regularly;
9. develop and implement a real-time tracking system for BJS to stay informed of the project's status, including campus specific data on the dates when initial and completed surveys are obtained;
10. process and verify the data according to BJS standards; and
11. deliver fully documented data files for use by BJS and for public use.

More specifically, the recipient of funds will be required to perform the following tasks:

1. Develop a detailed timetable for completing all project tasks in 12 months or less. The preliminary design calls for survey data to be collected from three groups of respondents:

- 850 4-year schools with enrollment of 2,500 or more (eight-page form)
- 550 4-year schools with enrollment of 1,000-2,499 (four-page form)
- 200 2-year schools with enrollment of 10,000 or more (four-page form)

In addition, the recipient of funds will construct an institutional profile of the approximately 350 4-year schools with a student enrollment of 10,000 or more.

Project timetables should include all tasks from an initial meeting with BJS through delivery of the final data file. BJS expects to receive a draft of the agreed-upon project time line within 2 weeks of the initial meeting. After the BJS project manager has agreed to the timetable, all work must be completed as scheduled.

2. Critically review the relative strengths and weakness of the preliminary sampling design for agency surveys with particular attention to the potential value of using probability sampling, and the potential value of including additional 4-year or 2-year schools with smaller enrollments which have a lower probability of operating their own law enforcement agency. Based on this review, the recipient will assess the preliminary sampling design and will submit a brief technical report to BJS within 30 days of the award date, laying out a rationale for keeping or revising all or elements of the preliminary sampling design. A revised design that calls for substantial increases or decreases in the number of agencies surveyed should include estimates of corresponding changes needed in the project budget.

3. Develop an action plan to encourage support, assistance, and participation from the campus law enforcement community including key organizations such as the International Association of Campus Law Enforcement Administrators or the IACP Division on Campus Law Enforcement. The plan should include methods to enhance the level of interest in the survey among key stakeholders in the campus law enforcement community, with special emphasis on obtaining buy-in from smaller 4-year private schools, a group that has historically responded at a lower rate than others. The new survey will include 4-year schools with fewer than 2,500 students which will present a challenge because more than 80% of this group consists of private institutions compared to less than half of those enrolling 2,500 or more students.

4. Identify potential revisions to the BJS-designed survey instruments. Work with BJS to produce final versions of survey instruments that optimize efficiency and clarity. In addition to a standard paper survey mode of data collection, develop an online or web-based reporting system which respondents can use to submit their data. While forms can still be returned by mail or fax, respondents should be encouraged to submit their data electronically. The electronic reporting system should provide respondents a secure option for submitting data.

5. Develop techniques to achieve a 90% or better survey response rate among agencies serving 4-year campuses with an enrollment of 2,500 or more and 2-year campuses with an enrollment of 10,000 or more. Develop techniques to achieve an 80% or better response rate among agencies serving 4-year campuses with an enrollment of 1,000 to 2,499. Special emphasis should be given to strategies for increasing the response rate among private institutions and campuses with smaller enrollments, both of which have lagged behind the response rate of other campuses in past surveys. 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.

Mail and fax data collection for the 2004-05 survey was handled mostly by BJS staff and a website hosted by a contractor. A contractor was also used for late-stage follow-up efforts to boost the response rate. The overall response rate was 82%, with participation rates among 4-year campuses higher for public institutions (85%) than for private ones (75%) and higher for campuses with 10,000 or more students (88%) than for those with smaller enrollments (75%). The overall response rate for 4-year campuses with 2,500 or more students was 81%. For 2-year campuses with 10,000 or more students, the response rate was 88%. The overall response rate for the project was 82%. See table 15 of the BJS report *Campus Law Enforcement, 2004-05* for more information.

6. Administer the data collection instrument to up to 1,600 campus law enforcement agencies selected for inclusion in the survey, and conduct extensive follow-up to provide assistance, clarification, and encouragement as needed to those completing the survey. The selected applicant should prepare an introduction letter in conjunction with BJS and send it to respondents in advance of the survey. The data collection should begin in early 2010 and be completed within the project period. Multiple waves of survey dissemination will likely be necessary. Data received from respondents should be verified for completeness and accuracy.

7. Develop, based on existing data sources (e.g., school websites, institutional research reports, annual reports, other public documents, college guides, Census Bureau data) and in collaboration with BJS, an institutional profile for each of the approximately 350 4-year campuses with 10,000 or more students. The profile will include statistics on the physical characteristics of the campus (e.g., built square footage, acreage), campus employment, campus visitation, campus residential facilities, special events held on campus, characteristics of the surrounding community (e.g., Census classification (urban vs. suburban)), population, crime rate, and other factors that could affect campus law enforcement staffing requirements.

8. Hold regularly scheduled in-person meetings or teleconference calls with the BJS project manager and key project staff on at least a monthly basis to review progress on the project and to identify tasks or problems for BJS to address. BJS expects to meet with the selected applicant shortly after award to discuss the details of the project. Additional meetings will be scheduled as needed. Such meetings shall take place at a location mutually acceptable to both parties. Required financial and progress reports shall be submitted through the Grants Management System in accordance with the OJP Financial Guide.

9. Implement and maintain an automated tracking system to provide ongoing status of each survey respondent, complete documentation, and inventory of follow-up communication and procedures for each case. This automated tracking system should be current and be accessible to the BJS project manager at all times and should include dates of the initial and final survey submissions for each survey.

10. 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.

11. Deliver preliminary (50% response rate) and final (when response rates specified in performance measures have been met) data files and documentation to BJS in accordance with BJS specifications and requested formats by the end of the project period. Electronic data should be in SPSS format. Documentation should include, but is not limited to, a comprehensive codebook detailing variable positions, data coding, variable names, 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. Data and documentation from this census will be posted on the BJS website and archived at the National Archive of Criminal Justice Data and at www.data.gov.

Funding Information

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 12-month (or shorter) period with work beginning early 2010.

Limitation on Use of Award Funds for Employee Compensation; Waiver: No portion of any award of more than \$250,000 made under this solicitation may 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/pdf/es.pdf>.) 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 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 also for the work that is to be done.

Match Requirement

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

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Additionally, applicants must discuss their data collection methods in the application. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
<p>1) Refine data collection instruments as needed. Develop web-based and paper versions of instruments. Develop web-based system for data collection and processing.</p>	<p>The number of scheduled data collection series and special analysis to be conducted.</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>2) Develop sample design options which include campuses with enrollments under 2,500 in the survey controlling survey costs.</p>	<p>Percentage of sample design options for BJS which improve overall efficiency.</p>	<p>Sample design options that will efficiently represent campuses with enrollments under 2,500 while not significantly increasing survey costs, and adhering to the OMB Standards and Guidelines for Statistical Surveys.</p>
<p>3) Administer survey to up to 1,600 pre-selected campus police and security agencies operating in the U.S. Collect complete and</p>	<p>Agency-level response rate.</p>	<p>Data collection plans, protocols, and systems that include (1) methods to encourage interest and support from the campus law enforcement community (2) techniques</p>

<p>accurate information pertaining to the personnel, functions, equipment, policies, and programs of these agencies.</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>Percent of responses that are obtained by electronic means.</p>	<p>for obtaining high response rates from campus law enforcement agencies, (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 missing or inconsistent data in file, minimal post validation follow-up, and all target responses rates have been achieved.</p> <p>Number of responses.</p> <p>Number of responses that are obtained by electronic means.</p>
<p>4) Develop a comprehensive information profile for each 4-year campus with 10,000 or more students.</p>	<p>Successfully develop a comprehensive information profile that is complete and accurate that can be used for analytical resource for assessing variations in campus law enforcement staffing, budgets, equipment, operations, policies, and crime rates among larger 4-year campuses.</p>	<p>Data file linked to the survey data that includes a comprehensive profile for each of the approximately 350 4-year campuses with 10,000 or more students. File includes complete and accurate information from all sources determined to be accurate, up-to date, and reliable. Verification of profile will render minimal or no changes to the information provided to BJS.</p> <p>Supplemental data file for larger 4-year campuses that includes information such as physical characteristics, employment, visitation, residential facilities,</p>

		special events, characteristics of the surrounding community, and other factors that could affect campus law enforcement staffing and crime rates.
5) Deliver two final data sets (one for BJS analytical use and one for archival by ICPSR) with complete supporting documentation and a summary analysis of the survey administration.	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>Project completed within twelve 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. 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. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, Monday - Friday from 7:00 a.m. to 9:00 p.m. Eastern time. 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](https://www.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 1-866-705-5711 or by applying online at 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.
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.
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-2476.
6. **Submit an Application Addressing All of the Requirements Outlined in 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.

What an Application Must Include

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

Standard Form 424

Please see www07.grants.gov/assets/SF424Instructions.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. 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.

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.

Plan for collecting the data required for performance measures.

(See "**Performance Measures section**," see page 9.)

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.

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%)

Application should demonstrate (1) a capacity to assess the preliminary sampling design; (2) the feasibility of the project design to complete the data collection within an acceptable time frame while maintaining high response rates and data quality; (3) use of multi-modal data collection methods (web, fax, mail, phone) with an emphasis on electronic methods; (4) innovation in methods of data collection, including enrolling respondents in the 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; (5) 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; (6) the ability 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; and (7) 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 law enforcement agencies or similar entities; (3) collect administrative data from educational institutions including those under private control (4) implement multiple modes of data collection; (5) clean and verify data, reconcile data to known totals, and provide files that represent respondent data with maximum accuracy; (6) provide an adequate computing environment that includes data security, an electronic data collection, and the hardware and software for producing public-use files; (7) provide up-to-date tracking of the data collection and regular reporting of progress; and (8) identify and communicate potential problems needing to be addressed as well as problem-solving techniques.

4. Project Budget (20%)

Reasonableness of the project budget should be demonstrated including the degree to which the budget demonstrates fiscal, management, staff, and organizational capacities to provide sound management for this project, and the degree to which the budget demonstrates that services and products provided by the grantee are of high quality and reasonable cost. Demonstrated fiscal management on past projects of a similar scale should be demonstrated. Methods of conserving costs while maximizing use of existing resources should be presented. 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.

5. Project Outcomes and Evaluation (10%)

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 basic minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of 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 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 Bureau of Justice Statistics, 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.

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.

- [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
2010 Survey of Campus Law Enforcement Agencies

The application check list has been created to aid you in developing your application. If any of these items are missing, the application may not move forward.

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

Required Forms, Certifications and Other Components:

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