

**U.S. Department of Justice**  
**Office of Justice Programs**  
*Bureau of Justice Statistics*

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The [U.S. Department of Justice](#), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is pleased to announce that it is seeking proposals to administer the 2009 Survey of Juveniles Charged in Adult Criminal Courts. As the principal federal statistical agency in the U.S. Department of Justice, BJS is responsible for the collection, analysis, publication, and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This data collection program furthers the mission of the Department and the OJP by working in partnership with the justice community to identify the most pressing challenges confronting the justice system and to provide state-of-the-art knowledge and information in support of innovative strategies and approaches for dealing with these challenges.

## **2009 Survey of Juveniles Charged in Adult Criminal Courts Solicitation**

### **Eligibility**

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortia with demonstrated organization and community-based experience working with American Indian and Alaska Native communities, including tribal for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal consortia. However, consistent with OJP fiscal requirements, for-profit organizations are not allowed to make a profit as a result of this award or to charge a management fee for the performance of this award.

### **Deadline**

Registration with Grants.gov is required prior to application submission.  
(See "How to Apply" on page 9)

All applications are due by 5:00 p.m. Eastern time on June 1, 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 Tracey Kyckelhahn, BJS Statistician, at 202-307-0765 or via email at [askBJS@usdoj.gov](mailto:askBJS@usdoj.gov). Include "sjc09" in the subject line of emails pertaining to this solicitation.

Grants.gov number assigned to announcement:  
**2010-BJS-2656**

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# 2009 Survey of Juveniles Charged in Adult Criminal Courts CFDA #16.734

## Overview

The Bureau of Justice Statistics (BJS) is seeking proposals for assistance in designing, developing, and conducting a data collection for the 2009 BJS Survey of Juveniles Charged in Adult Criminal Courts. The goal of this survey is to generate accurate and reliable case processing statistics for juveniles charged as adults in a national or sub-national sample of counties.

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 with Grants.gov is required prior to submission. OJP strongly encourages registering 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 Tuesday, June 1, 2010. Please see the “How to Apply” section on page 9 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 2009 Survey of Juveniles Charged in Adult Criminal Court (SJCACC) is designed to collect information about the criminal case processing of juveniles in adult courts. BJS previously conducted a survey of juveniles in adult courts in the nation’s 75 most populous counties in 1998, on which BJS authored two reports, *Juvenile Felony Defendants in Criminal Courts* (1998) and *Juvenile Felony Defendants in Criminal Courts* (2003). These reports can be accessed through the following website: <http://bjs.ojp.usdoj.gov/>

The 2009 survey will provide information on cases filed in adult courts involving a defendant who was under the age of 18 at the time of the crime. The sample will be drawn from all such felony and misdemeanor cases arraigned in adult criminal courts in 2009 in a national or sub-national sample. This project will involve both a design and data collection component and will track juvenile defendants for one year, or up to two years for murder. BJS anticipates making one award of up to \$500,000 to complete this work.

## Statement of Work

The objectives of this project are to—

1. develop a plan to complete the project no later than 24 months after the start date;
2. review and update (where necessary) existing summaries of state legislation/policies that determine the processing of defendants under the age of

- 18; review existing jurisdiction-specific reports on the volume and characteristics of these cases;
3. develop sampling strategies capable of examining juveniles charged as adults in criminal courts of general or limited jurisdiction;
4. develop data collection measures and a data collection instrument;
5. obtain approvals for the collection from an appropriate Institutional Review Board (IRB);
6. identify the most reliable source for obtaining data elements;
7. collect the data;
8. maintain regular reporting to BJS and regularly meet in person or via teleconference with the BJS project manager;
9. process and verify the data according to BJS standards; and
10. deliver the data files for BJS and public use.

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

1. Develop a detailed timeline to complete the project no later than 24 months after the start date. After the BJS project manager has agreed to the timetable, all work must be completed as scheduled. The timeline should be reasonable given the scope of work proposed, include communication with BJS and deliverables, and allow for the OMB review and approval process. BJS will secure OMB approval for the project.
2. Review the legislative criteria used in each state to control the case processing of persons under the age of 18 in adult criminal courts. The recipient will collect the attributes of state legislation/policies that define juvenile status. These attributes should include any factor in each state that causes a juvenile (defined here as under age 18 at the time of the offense) to be tried in adult court (e.g., age, nature of the offense, and criminal history). A recommended starting point for this work is the website entitled **State Juvenile Justice Profiles** [<http://70.89.227.250:8080/stateprofiles/>]. This website is funded by the Office of Juvenile Justice and Delinquency Prevention and contains a recent state-by-state summary of juvenile transfer legislation. The recipient will deliver a state-by-state summary of the relevant legislative criteria.
3. Develop various sampling methodologies to produce reliable estimates of juveniles charged as adults in state courts of general and limited jurisdiction. The recipients will develop several proposed national and sub-national sampling strategies for estimating the case processing characteristics of juveniles charged as adults. The designs should include a range of sampling frameworks capable of generating estimates of juvenile defendant processing in adult criminal courts, which may include a sample of cases filed in the nation's 75 most populous counties (which has traditionally been used for BJS criminal case processing studies) as well as samples capable of generating more nationally representative estimates.

The sample designs should include courts with jurisdiction over felonies, misdemeanors, or both types of cases. County characteristics that could be used to constitute the county sample design include total and juvenile population, UCR crime and arrest counts, and legislative criteria for waiving juveniles into the adult courts. The recipient will further work with BJS to prepare a sampling method that oversamples defendants who are under the age of automatic adult status in each jurisdiction. For example, some jurisdictions define any defendant who is age 17 at the time of the offense as an adult. In such jurisdictions, those under 17 should be oversampled relative to those who are age 17.

The data collection agent will work with BJS to develop these sampling strategies and calculate the costs associated with implementing the proposed sampling frameworks. BJS will select the sampling framework to be implemented based on the recommendations developed through this task.

4. Develop data collection measures and a data collection instrument. The recipient will work with BJS to determine what data elements should be collected and how to collect them, depending on each jurisdiction's reporting capabilities. Some of the data elements that will be included in this instrument include, but are not necessarily limited to: (1) offender identification number or other unique identifier capable of tracking the individual through case processing and subsequent involvement in the criminal justice system, (2) offender demographics (gender, age, race/ethnicity, etc.), (3) offender delinquency and/or criminal history data that are available from court records; (4) arrest charge(s) (if available) (5) arraignment charge, (6) elements of the crime that would cause transfer to adult court or make the matter a candidate for processing in the adult system; (7) all available case processing information from arraignment through final case disposition, including pretrial release and misconduct, (8) type of facility (juvenile, adult, or youth offender) where defendant is held, and (9) the legal mechanism employed (i.e., to process the matter) in adult court.
5. Because the protection of human subjects is a critical issue for OJP, applicants should explain the steps they will take to ensure that IRB review and approval is obtained before any OJP funded research or data collection regarding human subjects commences.
6. Identify the most reliable source for obtaining data elements. The recipient will create a profile of each jurisdiction's data reporting capabilities and where certain data elements are located.
7. Implement the data collection of juveniles charged with a felony or misdemeanor offense who are charged in or waived into adult criminal courts. Applicants should present an approach that emphasizes electronic data transfer, but also allows for alternate modes of data delivery. An electronic reporting system should provide respondents a secure option for submitting data. Applicants should discuss the various techniques to be used to assure a high response rate (traditionally 90%). For budgeting purposes, the applicant should assume that the sample will include approximately 12,000 cases from 120 jurisdictions.
8. Maintain regular reporting to BJS and meet in-person or via teleconference with the BJS project manager regularly. An initial meeting will be scheduled shortly after award and additional meetings will be scheduled as needed. Required financial and progress reports shall be submitted through the Grants Management System in accordance with the [OJP Financial Guide](#).
9. 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 followup. Preliminary copies of the survey data should be provided to BJS when requested. Data received from respondents should be verified for completeness and accuracy.

10. Deliver to BJS electronic versions of the survey data, and documentation. Electronic data should be compatible with SPSS format. Survey documentation should include, but is not limited to, a comprehensive codebook detailing variable positions, data coding, variable and value labels, any recoding implemented during the data cleaning process, methods used for dealing with missing data, and copies of all program code used to generate data or published statistics. All data and documentation from this survey may be posted on the BJS website, and the data will be archived at the National Archive of Criminal Justice Data, operated by the Inter-University Consortium for Political and Social Research (ICPSR).

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

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is expected that the project tasks will be successfully performed within a 24-month (or shorter) period with work beginning around October 1, 2010. BJS anticipates making one award of up to \$500,000 to complete this work.

**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 its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

### **Research, human subjects, IRB review, and confidentiality**

All applicants for OJP funds are advised that the Department of Justice defines *research* as "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge." 28 C.F.R. § 46.102(d). If OJP determines that a funded application involves research and includes human subjects, the approval of an Institutional Review Board (IRB) might be required before OJP funds may be spent for these purposes. If an application includes an evaluation component, that component will be examined by OJP to determine whether it meets the definition of "research." All applications should be as clear as possible in describing the

purpose of the evaluation, and the extent to which its findings may contribute to generalizable knowledge.

The protection of human subjects of OJP-sponsored research is of critical importance. If an application involves human subjects of research, it must explain whether IRB approval has been or will be obtained, and it must explain applicant's procedures for obtaining informed consent and minimizing risks.

All applications that include a research or statistical component that collects information identifiable to a private person will be required to complete and submit to OJP a privacy certification.

For further guidance regarding federal regulations regarding research, human subjects protection, and confidentiality, please see the OJP website ([http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)).

## **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 value for the "Performance Measures" column. Additionally, applicants must discuss their data collection methods in the application. Performance measures for this solicitation are as follows:

<b>Objective</b>	<b>Performance Measures</b>	<b>Data Grantee Provides</b>
<p>Develop and finalize data collection instrument.</p> <p>Develop web-based and paper versions of instrument.</p> <p>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 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>Implement sample design option capable of producing sub-national estimates of juveniles processed in adult criminal courts while controlling survey costs.</p>	<p>Number of sample design options for BJS which improves overall efficiency.</p>	<p>Implement sample design option that will efficiently represent the selected jurisdictional framework, and adhere to the OMB Standards and Guidelines for Statistical Surveys.</p>
<p>Collect information pertaining to offender characteristics, charges brought against offenders, case processing, and final case disposition.</p>	<p>Achieve a a 90% or better item response rate for critical data elements.</p>	<p>Recipient must provide a plan to achieve an acceptable response rate (traditionally 90% or better).</p> <p>Document minimal number of missing or inconsistent data in data file (Target: 10% or less of respondents require post-validation follow-up and error correction.)</p> <p>Time from initiation of the collection to close of the reference period (Target: 24 months.)</p>
<p>Deliver two final data sets (one for BJS analytical use and one for ICPSR archives) with complete supporting documentation.</p>	<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>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>Submit all deliverables on schedule and meet BJS's 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](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, seven 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. The Office of Justice Programs highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the deadline specified.

All applicants are required to complete the following.

1. **Acquire a DUNS number.** A DUNS number is required for [Grants.gov](http://Grants.gov) registration. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numbering System) 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](http://www.dunandbradstreet.com). Individuals are exempt from this requirement.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization’s DUNS Number to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire Authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.
5. **Search for the funding opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov.

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.734 titled "Special Data Collections and Statistical Studies," and the funding opportunity number is 2010-BJS-2656.

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 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, [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, and tribal resolution (if applicable) will not proceed to peer review and will not receive further consideration.

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

#### **Standard Form 424**

Please see [www07.grants.gov/assets/SF424Instructions.pdf](http://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](http://www.ojp.gov/funding/forms/budget_detail.pdf). If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

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

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

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

**Plan for collecting the data required for performance measures.  
See "Performance Measures" on page 7.**

#### **Tribal Authorizing Resolution**

If an application is being submitted by either (1) a tribe or tribal organization, or (2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents must be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application must include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant.

## 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 along with 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 the following.

### 1. Statement of the Program (10%)

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

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

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

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

The applicant must demonstrate capacity and experience of the organization and project staff to (1) understand and utilize currently accepted survey research methods; (2) collect administrative data from a large number of justice system or similar entities; (3) implement multiple modes of data collection; (4) clean and verify data, reconcile data to known totals, and provide files that represent respondent data with maximum accuracy; (5) provide an adequate computing environment that includes data security, an electronic data collection, and the hardware and software for producing public-use files; (6) provide real time tracking of the data collection and regularly report progress; and (7) identify and communicate potential problems 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 described. Methods of conserving costs while maximizing use of existing resources should be presented. Applicant should include detailed breakout of staff resources and other costs, by project task.

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

The applicant must demonstrate how they will succeed in meeting the project time lines and the data collection goals (e.g., response rates and data quality), as detailed in the performance measures, will be systematically documented and monitored.

## **Review Process**

OJP is committed to ensuring a fair and open process for awarding grants. BJS reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer Reviewers will be reviewing the applications submitted under this solicitation as well. BJS may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation, who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this application. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer 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 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 [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – federal taxes certification requirement

## Application Checklist

### 2009 Survey of Juveniles Charged in Adult Criminal Courts

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

#### The Application Components:

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

#### Other:

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