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The U.S. Department of Justice, Office of Justice Programs, [Bureau of Justice Statistics](#) is pleased to announce that it is seeking applications for funding to administer the 2007 and 2008 Annual Surveys of Jails in Indian Country. As the statistical arm of the U.S. Department of Justice, BJS is responsible for the collection, analysis, publication, and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operations of justice systems at all levels of government. This survey, a component of the BJS Criminal Justice Statistics Program, furthers the mission of the Department and the Office of Justice Programs by working in partnership with the American Indian and Alaska Native Tribes, national tribal organizations, regional tribal organizations, and the justice community to identify the most pressing challenges confronting the justice system and to provide state-of-the-art knowledge and information in support of innovative strategies and approaches for dealing with these challenges.

## **2007 and 2008 Annual Survey of Jails in Indian Country Solicitation**

### **Eligibility**

Applications for funds may be submitted by both for profit and nonprofit organizations, including eligible American Indian and Alaska Native organizations  
(See more information in "Eligibility" section on page 3)

### **Deadline**

All applications are due by 8:00 p.m. eastern time on Thursday, March 29, 2007.  
(See "Deadline For Applications" on page 3)

### **Contact Information**

For assistance with the programmatic requirements of this solicitation, contact Todd D. Minton, Statistician, at 202-307-0765 or e-mail [askbjs@usdoj.gov](mailto:askbjs@usdoj.gov), include SJIC07 in the subject line.

This application must be submitted through [Grants.gov](http://Grants.gov). For technical assistance with submitting the application, call the [Grants.gov](http://Grants.gov) Customer Support Hotline at **1-800-518-4726**.

**2007-BJS-1571**

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# 2007 and 2008 Annual Survey of Jails in Indian Country Solicitation CFDA Number 16.734

## Overview

The purpose of this award is to provide funding to administer the 2007 and 2008 Annual Surveys of Jails in Indian Country. The survey has two components: (1) the standard collection of information on inmate counts, movements, and facility operations and staff; and (2) an addendum to the survey on inmate health care and facility programs. Data are to be collected on medical assessments and mental health screening procedures. In addition, information on facility programs and services are measured, such as inmate work assignments, counseling, and education programs. BJS anticipates making one award for a 24-month period under this solicitation. BJS is authorized to issue this solicitation under the Omnibus Crime Control and Safe Streets Act of 1968, Section 302, as amended.

## Deadline: Registration

Registering with Grants.gov is a one-time process; however, if you are a first time registrant it could take up to several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) Register with Central Contractor Registry (CCR); 2) Register yourself as an Authorized Organization Representative (AOR); and 3) Be authorized as an AOR by your organization. For more information, go to <http://www.grants.gov>. Note: Your CCR Registration must be renewed once a year. Failure to renew your CCR registration may prohibit submission of a grant application through Grants.gov.

## Deadline: Application

The due date for applying for funding under this announcement is Thursday, March 29, 2007.

## Eligibility

Both profit-making and nonprofit organizations may apply for funds, including eligible American Indian and Alaska Native organizations. However, consistent with OJP fiscal requirements, for profit organizations are not allowed to make a profit as a result of this award or charge a management fee for the performance of this award.

**Faith-Based and Other Community Organizations:** Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify

as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

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

## **Program Specific Information**

The Annual Survey of Jails in Indian Country (SJIC) has addressed important issues surrounding jails in Indian country since 1998. Findings from previous surveys have been used by policymakers, corrections administrators, researchers, and practitioners to allocate limited resources and to develop national programs in Indian country. The SJIC is the only data collection effort that provides an ability to maintain important jail statistics on Indian country jails.

The SJIC collects information from all known (68) operating confinement facilities, detention centers, and other correctional facilities operated by tribal authorities or the Bureau of Indian Affairs (BIA). The SJIC will collect baseline information pertaining to inmate counts, movements, and facility operations and staff. In detail, information will be gathered on the number of adults and juveniles held, number of inmates held by gender, conviction status, seriousness of offense, number of admissions and releases in last 30 days, number of inmate deaths, average daily population, peak population during the month of June, use of housing space, rated capacity of facility, crowding issues, and jail staffing and training.

As part of the Congressional mandate to study conditions of confinement in Indian country, BJS will also collect information on the physical conditions and operations of Indian country facilities. The addendum will include information on inmate medical services, mental health services, suicide prevention procedures, substance dependency programs, domestic violence counseling, sex offender treatment, educational programs, and inmate work assignments.

## **Scope of Work**

The objective of this project is to complete data collection for the 2007 and 2008 Annual Surveys of Jails in Indian Country. This includes data collection, extensive follow-up, data verification, data entry, and delivery of a final data set and documentation. The data collection instrument and respondent list will be provided by BJS. BJS maintains all decision-making authority with regard to survey implementation and collection. Survey design, analysis, publication, and dissemination of the final product are the sole responsibilities of BJS. BJS will work collaboratively with the data collection agent to address issues, concerns, and improvements to the survey. In preparing proposals for this solicitation, applicants are strongly encouraged to review information from the SJIC program including the previous data collection instruments (<http://www.ojp.usdoj.gov/bjs/quest.htm#jic>) and statistical reports (<http://www.ojp.usdoj.gov/bjs/pubalp2.htm#jic>).

The data collection agent will have routine contact with the Bureau of Indian Affairs (BIA) and tribal law enforcement and correctional agencies and must be knowledgeable in the areas of tribal government protocols, tribal law enforcement and corrections. The recipient of funds will:

1. Develop a detailed timetable for each task of the project. Data collection should begin immediately after the target date (last weekday in the month of June). After the BJS project manager has agreed to the timetable, all work must be completed as scheduled. The 2007 and 2008 data collection instruments will be provided by BJS.
2. Provide extensive follow-up to respondents that requires assistance, clarification, or encouragement to complete the survey. This may involve multiple follow-up telephone calls, re-mailing or re-faxing surveys, and e-mail correspondence. BJS will prepare and distribute the cover letter to be sent to the respondents, along with the questionnaire. BJS will provide the collection agent with an electronic copy of the questionnaire for further distribution as needed.
3. Identify techniques necessary to achieve a 95% or higher survey response rate and item response rates specified in the "Performance Measures" section below. Conduct historical review of respondent data from previous BJS publications for validation of current responses.
4. Implement and maintain a database to provide ongoing status of each survey's respondent, complete documentation, and an inventory of follow-up communication and procedures for each case. Respondents' method of response (mail, fax, or phone) should be included in this system. The database should be current and requests for information should be accessible to the BJS project manager at all times. Monthly progress reports must be provided electronically to BJS, beginning one month after suggested survey completion date, as identified on the questionnaire. Reports should address the survey and item response rate, and questionnaire-related issues and concerns.
5. Verify and update (as needed) the names, addresses, and appropriate contact information from the respondents list provided by BJS. Using available information sources (including any experience with specific BIA, tribal government leaders, and tribal law enforcement and correctional agencies, commercial databases, membership lists of professional associations, academic researchers specializing in jail research, and other

sources), conduct a search for any additional jail facilities operated by tribal authorities or BIA that are not on the respondent list provided by BJS.

6. Deliver to BJS an electronic version of the survey data in ASCII file format. Include a codebook detailing variable positions, data coding, and variable/value labels. BJS will post all data on the BJS website and will archive data for the National Archive of Criminal Justice Data, operated by the Inter-University Consortium for Political and Social Research (ICPSR). No release or use of the data (including presentations and publication) prior to the release of the public use dataset can take place without written permission of the BJS Director.

7. On the last workday in February 2008 and 2009, provide BJS with a final review of the 2007 and 2008 data collection instrument, respectively. Include final response and item rates, collection issues and concerns, and extent of respondent burden. Also provide to BJS recommendations that will lead to improved response rate, higher quality data, and the reduction in the time required for data collection.

8. In October of 2007, organize at least one meeting of Indian country to consult with tribal leaders, tribal policy officials, and federal/tribal jails experts (to include academic researchers, jail professionals, and others) for the purpose of development and review of the 2008 data collection instrument and future initiatives. Invite national and regional tribal governmental organizations and law enforcement organizations to participate in the review process. Make every effort to organize the meeting along with an existing OJP conference or meeting with American Indian and Alaska Native tribes to ensure broad attendance and participation.

**Funding Information**

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Based on the availability of funds, BJS anticipates making one award for a 24-month period under this solicitation.

**Match Requirement**

Consistent with established BJS data quality standards and based on the nature of 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 ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Performance measures for this solicitation are as follows:

<b>Objective</b>	<b>Performance Measures</b>	<b>Data Grantee Provides</b>
To conduct a Survey of Jails in Indian Country that	Quality of data (accuracy, validity, and reliability of	Achieve a 95% or higher survey response rate.



## What an Application Must Include

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

### **Standard Form 424**

#### **Project Narrative**

#### **Budget Detail Worksheet and Budget Narrative**

#### **Indirect Cost Rate Agreement** *(if applicable)*

- Applicant must complete the online Application for Federal Assistance (SF-424), a standard form that most Federal agencies use.

### **Project and Budget Related Attachments**

- The Project Narrative should describe activities as discussed in the Scope of Work and address the evaluation criteria. The project narrative should contain a detailed timeline for project activities, a description of the survey methodology to be used, including defined geographic boundaries, data collection method, data entry, and data documentation procedures.
- The Budget Detail Worksheet may be found through the Internet at [http://www.ojp.usdoj.gov/Forms/budget\\_fillable.pdf](http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf), OJP Standard Forms & Instructions. The OJP Financial Guide, which governs the administration of funds and contains information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records, is available on the OJP website at <http://www.ojp.usdoj.gov/FinGuide>. If you have any questions, please contact the OJP Office of the Comptroller's Customer Service Center at 1-800-458-0786.
- Applicants who do not have a Federally-negotiated indirect cost rate and wish to establish one may submit a proposal to their "cognizant" Federal agency. In general, the cognizant Federal agency is the agency that provides the preponderance of direct Federal funding. This can be determined by reviewing an organization's schedule of Federal financial assistance. If DOJ is your cognizant Federal agency, obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.usdoj.gov/oc/indirectcosts.htm>.

### **Other Attachments**

- **Key staff information.**  
Information on key staff includes: a staff loading chart, by task and contract year, showing the role and number of hours (per year) committed for proposed staff; identification of proposed key personnel and their qualifications for the significant functions in this project, along with concise descriptions of the duties each will perform under the grant; and an identification by name of all key personnel with decision-making authority.
- **Privacy Certification.**



The Privacy Certificate is a funding recipient's certification of compliance with Federal regulations requiring confidentiality of information identifiable to a private person, which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable data. (A model certificate is located at <http://www.ojp.usdoj.gov/bjs/pub/pdf/bjsmpc.pdf>).

- **Human Subjects Protection Certification of Compliance.**  
BJS requires the funding recipient to submit proper documentation to be used to determine that the research project meets the Federal requirements for human subjects protections set forth in 28 CFR Part 46. A model certificate, describing the necessary information to be provided by the funding recipient, can be accessed at <http://www.ojp.usdoj.gov/bjs/pub/pdf/bjssspchs.pdf>.
- **Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace.**  
This form commits the applicant to comply with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "A Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for a Drug-Free Workplace (Grants)." This forms can be obtained on OJP's funding page at <http://www.ojp.usdoj.gov/forms.htm>.

## Selection Criteria

The 2007 and 2008 SJIC seeks to encourage tribal prioritization when selecting award. Proposals should describe the plan and implementation strategies outlined in the scope of work. The applicant will be evaluated on the basis of:

### 1. Statement of the Problem/Program Narrative

Content of proposal and how it addresses the tasks in the scope of work.

### 2. Program Design and Implementation

Use of best practices to deliver on-schedule/on-budget results with optimal performance that meets objectives. Use of best practices to achieve a 95% or higher survey response rate.

### 3. Capabilities/Competencies

Demonstrate knowledge of survey research, including data collection, data coding, data entry, and data verification. This includes availability of an adequate computing environment and knowledge of data processing software.

Demonstrate ability and experience in collecting data from tribal law enforcement and correctional agencies.

### 4. Budget

Demonstrate fiscal, management, staff, and organizational capacity to provide sound management for this project. Applicant should include detailed staff resources and other cost by project tasks.

## **5. Impact/Outcomes and Evaluation**

Use of Cost-effective measures to collect high-quality data and potential for enhancing data collection for the 2008 survey.

## **Review Process**

Applicants will be reviewed competitively with the final award decision made by the Director of BJS. The applicant will be evaluated based on the requirements provided under the Selection Criteria.

## **Additional Requirements**

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
- Suspension or Termination of Funding

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at <http://www.ojp.usdoj.gov/funding/otherrequirements.htm>.