



The [U.S. Department of Justice](#), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is pleased to announce that it is seeking applicants to develop, design, and administer the 2010 Survey of General Purpose Law Enforcement Agencies (SGPLEA). 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 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 General Purpose Law Enforcement Agencies 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 13)

All applications are due by 5:00 p.m. Eastern time on June 25, 2010.

(See "Deadlines: Registration and Application" on page 3)

Contact Information

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

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 Christine Eith, BJS Statistician, at 202-307-0765 or via e-mail at askbjs@usdoj.gov. Include "2010sgplea" in the subject line.

Grants.gov number assigned to announcement: **2010-BJS-2755**

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2010 Survey of General Purpose Law Enforcement Agencies

CFDA #16.734

Overview

The Bureau of Justice Statistics (BJS) is seeking proposals for assistance in designing and implementing the 2010 Survey of General Purpose Law Enforcement Agencies (2010SGPLEA). The goal of this survey is to generate accurate, reliable, timely, and relevant national statistics about general purpose law enforcement agencies in the United States. This survey will be conducted beginning January 2011. It will collect information on agency characteristics, personnel, budgets, policies and programs (referencing 2010).

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

Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 5:00 p.m. Eastern time on Friday, June 25, 2010. Please see the "How to Apply" section on page 13 for more details.

Eligibility

Applicants 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

Enhancing Law Enforcement Statistics at BJS: While recognizing the general high quality of individual BJS data series, the National Academy of Sciences (National Research Council, 2009) recently identified areas where BJS could improve the quality, timeliness, scope and relevance of its existing statistical programs.¹ Among other things, the Academy's report recommends the implementation of a "core and supplement" design for the Law Enforcement Management and Administrative Statistics (LEMAS) program's survey of general purpose law enforcement agencies. The Academy's report recommends that the existing surveys of special purpose law enforcement units and agencies should be part of an integrated conceptual plan for law enforcement statistics, and that future surveys of general purpose and special purpose agencies should be implemented "in the context of continuous data collection" (page 145). Based in part on recommendations from this report, BJS is revising the Law Enforcement Management Statistics (LEMAS) collection to include a core and supplement design. There will be a core data collection instrument that will be consistently administered and supplemental

¹ National Research Council. (2009). *Ensuring the Quality, Credibility, and Relevance of U.S. Justice Statistics*. Panel to Review the Programs of the Bureau of Justice Statistics. Robert M. Groves and Daniel L. Cork, eds. Committee on National Statistics and Committee on Law and Justice, Division of Behavioral and Social Sciences and Education. Washington, D.C.: The National Academies Press.

items that are administered on an as-needed basis. In addition, this collection will include ORI codes for the purpose of facilitating linkages of this agency-level data with additional BJS and other law enforcement data collections.

Characteristics of Past LEMAS Surveys: The 2010 Survey of General Purpose State and Local Law Enforcement Agencies (SGPLEA) builds on the tradition of surveys initiated by the Kansas City Police Department, continued by the International City Management Association, the Fraternal Order of Police, the Police Foundation, and the Police Executive Research Forum and, beginning in 1987, part of the law enforcement statistical program at the Bureau of Justice Statistics (See, Uchida, et al., 1986).²

From 1987 through 2007, the Law Enforcement Management and Administrative Statistics (LEMAS) program served as a comprehensive source of national data on law enforcement personnel, expenditures and pay, operations, equipment, computers and information systems, and departmental policies and procedures. BJS publications derived from the LEMAS surveys provide information on current issues and trends in law enforcement from nationally representative samples in the United States.³ A listing of publications from this program is provided at <http://bjs.ojp.usdoj.gov/index.cfm?ty=tp&tid=71>.

As noted in the Academy's report, surveys results must benefit the law enforcement community enough to outweigh the burden of participation. Therefore, the length and complexity of the instrument must ensure that balance.

The LEMAS surveys provide the basis for national estimates about the characteristics of general purpose state and local law enforcement agencies. Using the BJS Census of State and Local Law Enforcement Agencies as the sampling frame, the LEMAS program surveyed general purpose state and local law enforcement agencies with 100 or more sworn officers and stratified samples of other general purpose agencies based on agency size. In 2007, the LEMAS survey⁴ for agencies with 100 or more sworn officers was 10 pages with 49 questions that generated data on approximately 360 variables about each agency. The 2007 LEMAS survey sent to smaller agencies was 8 pages with 40 questions and that generated approximately 240 variables.

Data collection for the 2007 LEMAS survey began in early 2008 and was completed in early 2009 with an overall response rate of 90%. This exceptionally high response rate, as well as low rates of missing data, are traditionally expected in BJS law enforcement surveys and are encouraged by standards for federal statistical programs promulgated by the U.S. Office of Management and Budget. During the 2007 LEMAS survey, agencies had the option of responding by mail or fax or using a web based survey program. An analysis of the completed 2007 LEMAS surveys indicates that, among those agencies responding to the survey, 51.1% of

² Uchida, C.D., C. Bridgforth, and C.F. Wellford (1986). "Law Enforcement Statistics: The State of the Art," *American Journal of Police*, Vol. 5:23-43.

³ For a partial listing of non-BJS publications based at least in part on data derived from LEMAS surveys, see the related literature section of the LEMAS data files at the National Archive of Criminal Justice Data.

⁴ Copies of the long and short versions of the 2007 LEMAS survey can be obtained at <http://bjs.ojp.usdoj.gov/index.cfm?ty=dcdetail&iid=248>

initial responses were received within 2 months; 78.3% of initial responses were received within 6 months⁵. The initial publication of findings from this survey is expected in 2010.

A Program of Law Enforcement Organizational Surveys: Building from the platform of the LEMAS collections, BJS plans a redesigned approach to collecting data from law enforcement organizations by separating the collections into general purpose, special purpose, and support agencies to more reliably measure the unique organizational challenges of each type of agency. A *general purpose agency*, as used in this survey, is defined as any public agency with one or more sworn officers whose patrol and enforcement responsibilities are primarily delimited by the boundaries of a municipal, county or state government. A *special purpose agency* is defined as a public agency with one or more sworn officers whose patrol and enforcement responsibilities are limited primarily to a particular area, for instance school, college or university campuses, transit systems, marine environments, parks, forests, or government buildings. Finally, law enforcement *support agencies* are defined as public and private agencies whose primary function (training, forensic science, medical examinations, etc.) supports either general or special purpose law enforcement agencies although they do not perform direct law enforcement functions themselves.

The 2010 survey of general purpose agencies is one component of a larger program of management and performance statistics that will be generated from a regularly scheduled series of agency surveys. The BJS program of surveying law enforcement organizations has a 4-year cycle of one census, one full, and one abbreviated survey of general purpose agencies and surveys every other year of special purpose agencies and law enforcement support agencies. Under this program, BJS anticipates implementing surveys of special purpose law enforcement agencies and law enforcement support agencies during 2012. In 2013, BJS plans to survey all U.S. law enforcement agencies as part of the 2012 Census of State and Local Law Enforcement Agencies. In addition, in 2013, BJS plans to implement the 2012 Survey of General Purpose Law Enforcement Agencies using the core elements of the 2010 survey of general purpose agencies and a new set of supplemental items. [NOTE: The 2011 surveys of special purpose agencies, the 2012 Census and the 2012 Survey of General Purpose Agencies are not part of this solicitation.]

The BJS program emphasizes timely collection and dissemination of information about law enforcement agencies with shorter data collection periods, overlapping periods of data collection and analysis, the enhanced use of imputation to produce national estimates from samples with less than 90% response rates, and the publication of BJS reports within 1 year of the start of data collection. The design of the program calls for data collection of the survey of general purpose agencies to begin in January following the end of the survey's reference year, approximately 6 months of data collection, 3 additional months to complete data analyses and to prepare draft reports, and 3 months for internal BJS review and publication of initial findings.

The design for the BJS program for surveying law enforcement organizations includes the consistent use of unique identifiers for each law enforcement agency in the United States and more timely and regularly scheduled 1) data collection, 2) dissemination of official statistics, 3) release of public data files, and also the promotion of data use by others. The survey of general purpose law enforcement agencies (SGPLEA) will continue to collect core aspects of the

⁵ In some instances, additional time and effort were necessary to obtain missing data, verify or revise what appeared to be conflicting or out of range responses

existing LEMAS survey while capturing some types of information on a less regular basis or from subsamples of agencies. Beginning in 2012, the survey of general purpose agencies will also replace the occasional BJS surveys of specialized law enforcement units (see *Aviation Units in Law Enforcement Agencies, 2007* and *Gang Units in Law Enforcement Agencies, 2007*). Future consideration may also be given to the inclusion of geo-spatial data.

The goal of this program is to generate comprehensive knowledge about law enforcement from regularly scheduled and inter-related surveys of law enforcement; in addition, this program will be structured so that knowledge about these agencies can be integrated with measures of law enforcement performance derived from crime data, surveys of residents, officers and arrestees, administrative data, and other sources. The structure of this program is designed to facilitate the linkage of agency characteristics and performance measures with data on other social and economic characteristics of geographical places using the law enforcement agency identifiers crosswalk file (BJS, 2005).⁶

Statement of Work

Within the context of the larger program of law enforcement surveys, the objective of this solicitation is to obtain assistance for BJS in the three inter-related components of the 2010 Survey of General Purpose Law Enforcement Agencies (SGPLEA)--a design component, a data collection component, and a data analysis and dissemination component. The design and implementation of this survey needs to build on the strengths of the existing LEMAS statistical series and to address the structural, measurement, sampling, timing, and analytical issues raised by the National Academy of Sciences review (National Research Council, 2009).

BJS will:

1. Provide the 2010 Survey of General Purpose Law Enforcement Agencies survey instrument.
2. Provide a copy of the 2008 Census of Law Enforcement Agencies and a preliminary sampling plan for selecting self-representing and non self-representing agencies.
3. Submit all the necessary materials for OMB review and approval of the Survey of General Purpose Law Enforcement Agencies. BJS anticipates OMB approval in time for the 2010 SGPLEA data collection to begin January 1, 2011.

The recipient of funds will be required to perform the following **18** tasks:

Develop a detailed timetable for completing the project with a focus on the BJS commitment to improving the timeliness of resulting products. The timetable should include all tasks from an initial meeting with BJS to delivery of a data file at 90 percent complete by June 30, 2011, and the final file by September 15, 2011. BJS expects to receive a revised project timeline within two weeks of the initial meeting. After the BJS project manager has agreed to the timetable, all work must be completed as scheduled.

⁶ A revised version of this file is currently under development at the National Archive of Criminal Justice Data.
OMB No. 1121-0329

Task 1:

Facilitate monthly conference calls with the BJS project manager and key project staff to review progress on the project and identify tasks or problems for BJS to address. Additional meetings will be scheduled as needed. Such meetings will take place at a location mutually acceptable to both parties. Required financial and progress reports will be submitted through the Grants Management System in accordance with the OJP Financial Guide.

Task 2:

Review the proposed data collection instrument with a focus on obtaining reliable and accurate data from a nationally representative sample of large, medium-sized and smaller law enforcement agencies. Propose suggested revisions to BJS for consideration. The 2010 SGPLEA instrument should present a reduced burden on responding agencies over the previous LEMAS instrument.

Task: 3

Reviews the sampling plans provided by BJS and, if appropriate, propose any potential improvements. Of particular interest are possible improvements to the stratification and sampling of tribal and smaller agencies.

Task: 4

Draw a sample of approximately 3,500 law enforcement agencies from the 2008 Census of State and Local Law Enforcement Agencies, according to an approved BJS sampling plan.

Task: 5

Develop and implement a formal plan to obtain a response rate of 90 percent or greater in each of the sample stratum, while minimizing item non-response. The plan should focused on promote high item response rate on completed surveys, especially from the large agencies. This plan should include follow-up procedures after initial contact, mechanisms to quickly identify nonresponding agencies and a focus on survey items that are likely to show a higher level of item non-response.

Task: 6

Develop and encourage the use of an online or web-based reporting tool which respondents can use to submit their data. While it is necessary to accept mail or faxed responses, a strategy should be presented to encourage respondents to submit their data electronically. The electronic reporting system should provide respondents a secure option for submitting data and should allow for the likelihood that larger agencies may have multiple reporters for separate sections of the survey instrument.

Task: 7

Conduct a field test of the web-based data collection instruments among nine law enforcement agencies not included in the 2010 SGPLEA sample to assure that the web based instrument is working correctly and easily accessed and meets the needs of respondents in order to facilitate electronic submission. The pretest sites should vary in size and among police agencies and sheriff offices. Results must be

presented to, and discussed with, BJS and should include a plan to make appropriate improvements as necessary.

Task: 8

Administer the data collection instrument to a nationally representative sample of approximately 3,500 law enforcement agencies drawn from the 2008 Census of State and Local Law Enforcement Agencies. We anticipate that the sample will include up to 50 tribal police agencies.

Task: 9

Conduct extensive follow-up, using a plan accepted by BJS, to provide assistance, clarification, or encouragement in completing the survey. This process should include both survey staff and the assistance of law enforcement professionals and professional organizations. Paradata should be collected during the survey process to identify patterns in agency contacts, refusals, early and late completers, and problems with missed items, along with other aspects of the data collection that will serve to inform the current and future survey collections.

Task: 10

The data collection should begin in January 2011, reach 90 percent completion by June 30, 2011, and conclude on September 1, 2011. Data received from respondents should be checked for completeness, internal consistency, consistency with prior survey response, and accuracy. Within one month of obtaining complete survey information, data should be returned to each agency for verification of responses.

Task: 11

Implement and maintain a tracking system to provide ongoing status of each agency surveyed the nature and extent of the agency responses, and a detailed inventory of follow-up communication and procedures for each case. This automated tracking system should be kept current and be accessible to the BJS program manager on an ongoing basis and be submitted to BJS in electronic format along with the final data file.

Task: 12

Deliver a final data file and documentation to BJS in accordance with specifications established by the National Archive of Criminal Justice data by September 15, 2011. Electronic data should be in SPSS file format. Documentation should include, but is not limited to, a comprehensive codebook detailing variable and value labels and the relationship of all variables to specific questions on the survey instruments. Raw data should be submitted as provided by the responding agencies; any inconsistencies or out-of-range values in the submitted data should be identified, and recommendations for recoding of such data or dropping cases should be provided as part of an SPSS program file.

Task: 13

Provide a well developed and justified approach for addressing item-specific missing or incomplete data, including any proposed data allocations, imputations, or non-response adjustments. A copy of all program code used to implement any imputations and adjustments should be provided. All imputed data must be flagged accordingly in the data file.

Task: 14

When survey completion rates reach 75%, 90%, and the final completion rate, produce and deliver to BJS a descriptive analysis for all variables. Analyze missing data characteristics of survey items not responded to. These analyses will consist of tabular displays of descriptive statistics including cross-tabulations of all variables by agency type and size. The 75% and 90% stages should be conducted with unweighted data and with the final descriptive analysis produced using both weighted and unweighted data.

Task: 15

Within 2 weeks after reaching a 75% completion rate and providing BJS with a descriptive summary detailed in item 14 above, propose and present a weighting scheme to BJS. The weighting scheme must be ready to implement within 2 weeks after final data collection efforts in the field end.

Task: 16

Propose strategies for informing BJS of survey items that could pose reliability problems. Strategies should include estimate comparisons with the prior year collection to identify changes greater than 10% as well as a variety of testing mechanisms of measurement reliability during the implementation of this survey. Such testing mechanisms might include re-surveying agencies, phoning other authorities within an agency, and scrutinizing public documents or web pages. BJS envisions no more than 20% of the agencies surveyed should be included in these tests of reliability measurement, but recipient of funds is expected to recommend approaches that are well grounded in current methodological literature on the conduct of establishment surveys. Based on these results, develop recommendations for improving measurement reliability in future BJS surveys of law enforcement organizations.

Task: 17

Examine efficiency issues in the current design to maximize precision and minimize burden once data collection is complete, and provide a written report to BJS. This requires consideration of the suggestions made in the NRC report to include:

- a. An examination of the trade-offs associated with conducting a staggered census and sample program versus the use of an ongoing sampling program and related sampling approaches.
- b. An evaluation of starting and stopping the survey as opposed to a continual rotating panel-like data collection. The report should clearly provide a justification for the proposed frequency of this collection.
- c. An examination of the possibility of longitudinal design and analysis.
- d. An examination of the ability to adjust for non-response and the possible effects on the estimates of data collected at lower response rates.
- e. An examination of how general purpose agencies should be surveyed to make best use of the data from special purpose agencies.
- f. Examine of an appropriate core and supplement design; a particular focus should be paid to defining an appropriate supplement design for this type of

organizational data collection. Examine the burden and utility of data elements and provide suggestions for remediating the impact of burden. Identify which data items could be collected through electronic procedures versus those that require investigative techniques. Consider options for sampling of difficult-to-collect items.

Task: 18

Hold two meetings with law enforcement experts to discuss the efficiency report completed in task 18. Each meeting should consist of approximately 20 participants, no more than half of whom would require travel expenses. The participant list, agenda, and location of the meeting should be approved by BJS prior to event preparations.

This project should be initiated on or before October 1, 2010, and conclude no later than December 31, 2011.

Amount and Length of Awards

BJS anticipates a budget of \$650,000 and a project period of 15 months to complete the following tasks needed to achieve the objectives of the 2010 Survey of General Purpose Law Enforcement Agencies (SGPLEA).

Funding under this competitive grant announcement is contingent on the availability of FY 2010 funds and any modifications or additional requirements that may be imposed by law. The project task should be successfully performed within a 15-month period with work beginning on October 1, 2010.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Director of the BJS. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

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

Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Grantees are required to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to “What an Application Must Include” page 15, for additional information on applicant responsibilities for collecting and reporting data.** Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
<p>1.) Refine data collection instruments as needed. This includes the development of web-based and paper versions of the instruments and a web-based system for data collection and processing.</p>	<p>The number of scheduled data collection series and special analyses to be conducted.</p>	<p>Recommendations for final revisions to data collection instruments result in (1) an instrument that 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 by utilizing a web-based data collection system.</p>
<p>2.) Administer data collection instrument to a nationally representative sample of up to 3,500 law enforcement agencies as sampled from the 2008 Census of State and Local Law Enforcement Agencies. This data collection will collect information pertaining to the personnel; operations; expenditure; and pay, policies, and procedures of these agencies.</p>	<p>Agency-level response rates.</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>Recipient must achieve a 90% or better survey response rate.</p> <p>Data collection plans, protocols, and systems that include (1) methods to encourage interest and support from the law enforcement community (2) techniques for obtaining high response rates from general purpose law enforcement agencies, (3) plans and systems that maximize the use of electronic response options, and (4) a methodology to address item and unit nonresponse.</p> <p>Demonstration that data collection protocol and systems have obtained high-</p>

	Percent of responses that are obtained by electronic means.	<p>quality and comprehensive data with minimal missing or inconsistent data in file, minimal post validation follow-up, and all target response rates have been achieved.</p> <p>A systematic count of the mode by which an agency responds as captured through a tracking system. Specifically providing the number of responses that are provided by electronic means.</p>
3.) Deliver a fully documented final data set in accordance with BJS specifications by September 15, 2011.	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 12 months of the project start date, with complete documentation of meetings, conference calls, progress reports, and respondent contacts that provide evidence of consistent advancement towards meeting the project's objectives.</p> <p>Deliverables that meet BJS expectations for accuracy and completeness submitted on schedule with file documentation, and a report with data collection results, collection-related issues, and suggested improvements for future surveys.</p>
4.) Provide a well developed justification for addressing nonresponse and weighting scheme to generate national estimates.	Quality of data (accuracy, validity, and reliability of data).	<p>Recipient must achieve a minimum 99% survey item response rate on function items, overall personnel items, and operations items, a minimum 95% response rate on detailed personnel and operations items, and a minimum 90% response rate on other items.</p> <p>Recipient must conduct data entry validation checks by following up with respondents</p>

		in a timely and efficient manner.
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How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **800-518-4726**, 24 hours, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the application deadline specified.

All applicants are required to complete the following.

1. **Acquire a Data Universal Numbering System (DUNS) number.** A DUNS number is required for Grants.gov registration. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 866-705-5711 or by applying online at www.dnb.com. 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-2755.
6. **Submit an application consistent with this solicitation.** Within 24-48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Experiencing Unforeseen Grants.gov Technical Issues

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

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

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

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," "Résumés") for all attachments. OJP recommends that, if applicable, résumés be included in a single file.

An application must include the following:

Standard Form 424

Please see www.ojp.usdoj.gov/funding/forms/application_sf424.pdf 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

The program narrative should not exceed 50 double-spaced pages in 12-point font with 1 inch margins and MUST include six separate sections: (a) Project Abstract; (b) Problem Statement; (c) Project Goals and Objectives; (d) Project Design/Implementation Plan; (e) Professional Capability and Project Management, and (f) Plans for Measuring Progress and Outcomes.

Applicants should anticipate that if any portion of the program narrative exceeds these length-related restrictions, such that it provides a significant competitive advantage, that portion of the narrative will not be reviewed in peer review or considered in final award decisions.

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 above.)**

Tribal Authorizing Resolution

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

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

Other Attachments

Key staff information. This attachment should provide a staff loading chart, by task, showing the role and number of hours committed for proposed staff; identification of proposed key personnel and their qualifications for the significant functions in this project, along with concise descriptions of the duties each will perform under the cooperative agreement; and an identification by name of all key personnel with decision-making authority.

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

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

Selection Criteria

Proposals should describe the plan and implementation strategies to perform the tasks outlined in the Statement of Work. Information on staffing levels and qualifications should be included for each task and descriptions of experience relevant to the project. Résumés of the proposed project director and key staff should be submitted with the proposal.

The applicant will be evaluated on the basis of—

1. Understanding of the Project (5%)

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

2. Project Design and Implementation (30%)

Application should demonstrate (1) 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; (7) the capacity to conduct innovative tests of reliability for this and other establishment surveys; and (8) 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 use currently accepted survey research methods; (2) collect administrative data from a large number of law enforcement agencies or similar entities; (3) implement multiple modes of data collection; (4) clean and verify data, reconcile data to known totals, and provide files that represent respondent data with maximum accuracy; (5) provide an adequate computing environment that includes data security, an electronic data collection, and the hardware and software for producing public-use files; (6) provide up-to-date tracking of the data collection and regular reporting of progress; and (7) identify and communicate potential problems needing to be addressed as well as problem-solving techniques.

4. Project Budget (30%)

Reasonableness of the project budget should be demonstrated including the degree to which the budget demonstrates fiscal, management, staff, and organizational capacities to provide sound management for this project, and the degree to which the budget demonstrates that services and products provided by the grantee are of high quality and reasonable cost. Demonstrated fiscal management on past projects of a similar scale should be demonstrated, including a history of completing past project on time and within proposed budget. Methods of conserving costs while maximizing use of existing resources should be presented. Applicant should include detailed breakout of staff resources and other costs, by project task. Proposals with approved indirect cost rates should specify the major elements (office space, financial management, computing equipment and services, etc.) covered by indirect costs.

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

5. Project Outcomes and Evaluation (5%)

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

Review Process

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

Peer Reviewers will be reviewing the applications submitted under this solicitation as well. BJS may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation, who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is 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 BJS, 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 http://www.ojp.usdoj.gov/funding/other_requirements.htm.

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

Application Checklist

2010 Survey of General Purpose Law Enforcement Agencies

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

Program Narrative/Abstract Format:

- Double-spaced
- 12-point font
- Narrative is 50 pages or less
- 1-inch standard margins

Other:

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