



The U.S. Department of Justice, Office of Justice Programs (OJP), [Bureau of Justice Statistics](#) (BJS) is pleased to announce that it is seeking applications to conduct data collection and some analysis activities of the 2009-2011 Deaths in Custody Reporting Program: State Prisons and Local Jails. 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, 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 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.

2009-2011 Deaths in Custody Reporting Program: State Prisons and Local Jails

Eligibility

Applications for funds may be submitted by both for-profit (commercial) and nonprofit organizations.
(See more information in the "Eligibility" section on page 4)

Deadline

Registration with Grants.gov is required prior to application submission.
(See "Registration" on page 3)

All applications are due by 5.00 p.m. eastern time on April 1, 2009.
(See "Deadline: Application" on page 3)

Contact Information

For assistance with the programmatic requirements of this solicitation, contact Margaret Noonan, Statistician, Bureau of Justice Statistics, at 202-307-0765 or via e-mail at askbjs@usdoj.gov. Please include "dcrp09" in the subject line.

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or via email support@grants.gov. The Grants.gov Support Hotline hours of operation are Monday – Friday from 7:00 a.m. to 9:00 p.m. eastern time.

2009-BJS-2074

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2009-2011 Deaths in Custody Reporting Program: State Prisons and Local Jails CFDA Number 16.734

Overview

The Bureau of Justice Statistics (BJS) seeks a data collection agent for the State prison and local jail portions of the Death in Custody Reporting Program (DCRP) for 2009 through 2011.

The Bureau of Justice Statistics (BJS) was directed by the Attorney General to implement the data collection requirements of the Death in Custody Reporting Act of 2000 (DICRA), Public Law 106-297. Under this legislation, BJS was required to establish a quarterly collection of individual records of every death that takes place in State prisons and local jails nationwide. The legislation also required similar collections of death records from juvenile correctional facilities and State and local law enforcement agencies, but these portions of the DCRP are not covered by this solicitation. While PL 106-297 has since expired, BJS has established the DCRP as an ongoing statistical series.

For a brief background on the DCRP, see the special topic page on the BJS Website at:

<http://www.ojp.usdoj.gov/bjs/dcrp/dictabs.htm>

BJS is authorized to issue this solicitation under 42 U.S.C. § 3732(c).

Deadline: Registration

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 confirmations/user passwords.** OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package to our agency by the application deadline specified. The registration process for organizations involves these steps: (1) Obtain a Data Universal Numbering System (DUNS) number; (2) Register your organization with the Central Contractor Registration (CCR) database; (3) Register with the Grants.gov Credential Provider and obtain a username and password; (4) Register with Grants.gov to establish yourself as an Authorized Organization Representative (AOR); and (5) The E-Business Point of Contact (POC) assigns the "Authorized Applicant Role" to you. For more information about the registration process, go to www.grants.gov. **Note: Your CCR Registration must be renewed once a year. Failure to renew the 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 Tuesday, April 1, 2009, 5:00 p.m. eastern time.

Within 24-48 hours after submitting your electronic application, you should receive an email validation message from Grants.gov. The validation message will tell you if the application has been received and validated or if it has been rejected, and why.

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 the rejection notification.

If you experience unforeseen Grants.gov technical issues beyond your control, you must contact OJP staff **within 24 hours after the due date** and request approval to submit your application. At that time, OJP staff will require you to email the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OJP reviews all of the information submitted as well as contacts Grants.gov to validate the technical issues reported by the applicant, OJP will contact you to either approve or deny the request.

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 website; (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 page, <www.ojp.gov/funding/solicitations.htm>.

Eligibility

Both for-profit (commercial) and non-profit organizations may apply for funds. 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.

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, 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., remove 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.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see the section titled, "Funding to Faith-Based Organizations" on the "Other Requirements for OJP Applications" webpage at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations:

Applicants are limited to for-profit (commercial) organizations, non-profit organizations, faith-based and community organizations, institutions of higher learning, and consortiums with demonstrated organization and community-based experience working with American Indian and Alaska Native communities, including tribal commercial and non-profit organizations, tribal colleges and universities, and tribal consortiums.

All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

Applicants are also encouraged to review the "Civil Rights Compliance" section on the "[Other Requirements for OJP Applications](#)" webpage, which can be found at the web address shown above.

Project-Specific Information

Through the State Prisons and Local Jails component of the Deaths in Custody Reporting Program (DCRP), BJS has collected inmate death records on a quarterly basis from each of the Nation's 50 state prison systems, and more than 3,000 local jail jurisdictions. These death records include information on the deceased's personal characteristics (age, gender and race/ethnicity), their criminal background (legal status, offense types, length of stay in custody), as well as details of the death itself (the date, time, location and cause of each death, whether autopsies were performed and the nature of medical treatment provided for illnesses/diseases).

BJS started the local jail portion of the DCRP in 2000, with data collection materials sent directly to the more than 3,000 jail administrators nationwide (including private and multi-jurisdictional jails). Jail administrators were instructed to submit a record (Form CJ-9 <<http://www.ojp.usdoj.gov/bjs/pub/pdf/cj908.pdf>>) of any inmate death that occurred during each calendar quarter at the end of the quarter and were also asked to complete an annual summary form which covered inmate population, admission and death totals (form CJ-9A <<http://www.ojp.usdoj.gov/bjs/pub/pdf/cj9a07.pdf>>). Beginning with the

2003 data collection cycle, BJS gave respondents the option of submitting their records via an online, web-based reporting instrument. In every year since its inception, at least 99% of all jail jurisdictions nationwide have participated in the collection. Throughout the history of the local jail portion of the DCRP, approximately 1,000 death records are collected per year, but more than three-quarters of all jails report zero deaths for the entire calendar year.

BJS started the State prison portion of the DCRP in 2001, with data collection materials sent directly to all 50 State departments of correction. Regardless of whether or not an inmate death occurred, all State respondents were asked to submit a quarterly count of deaths (form NPS-4 <<http://www.ojp.usdoj.gov/bjs/pub/pdf/nps408.pdf>>), along with a record of each death during the calendar quarter (form NPS-4A <<http://www.ojp.usdoj.gov/bjs/pub/pdf/nps4a08.pdf>>). Because BJS collects annual State prisoner population and admission data through other programs, it does not request annual summary data on these items through the State prison portion of the DCRP. Beginning with the 2004 data collection cycle, BJS gave State respondents the option of reporting these data using an online reporting instrument. Since its inception, BJS has obtained 100% participation by State departments of corrections in the State prisoner portion of the DCRP. Throughout the history of the State prison portion of the DCRP, approximately 3,200 death records are collected per year.

The DCRP also covers deaths occurring in the process of arrest. However, the deaths occurring during the process of arrest are not part of this solicitation.

BJS has used data collected through the DCRP to produce several reports and to display annual statistical tables on deaths in custody. The reports (available on the publications page of the BJS Website) include—

- Suicide and Homicide in State Prisons and Local Jails, (August, 2005, NCJ 210036)
- Medical Causes of Death in State Prisons, 2001-2004 (January 2007, NCJ 216340)
- Arrest-Related Deaths in the United States, 2003-2005 (October 2007, NCJ 219534).

The annually updated statistical tables can be found on the BJS Website at: <<http://www.ojp.usdoj.gov/bjs/dcrp/dictabs.htm>>.

With the expiration of the original DICRA legislation in 2006, BJS has provided respondents with the option of submitting death records either quarterly or annually. Many prefer to submit quarterly reports to spread the reporting burden out over a period of time; others prefer to make a single submission. BJS plans to retain this optional reporting practice in the collection years associated with this solicitation unless the DICRA legislation is reauthorized and the new legislation requires a different reporting cycle. As of January 2009, the House of Representatives passed a reauthorization of the DICRA statute, which required a quarterly reporting schedule. The House bill (HR 738) is currently under consideration in the Senate. The possibility remains that Congress may reauthorize the DICRA legislation and change reporting requirements.

It has also been BJS' experience in conducting and managing both the State prison and local jail collections that the data collection agent will have to perform extensive follow-

up to close out some records which are submitted with incomplete information. Some followup involves tracking records until delays associated with correctional administrators receiving autopsy reports or other final determinations of the official cause of death are resolved. In some cases, delays of up to 12 months have occurred. Other followup involves clearing up apparent inconsistencies or errors in the submitted forms.

BJS has established the DCRP as one of its ongoing, priority collection programs. As a priority program, BJS plans to continue to improve the collection and to enhance its measurement and analysis of inmate mortality issues. BJS will view the selected data collection agent as a vital partner in developing improved measures, collection strategies, and analytic efforts. As with other BJS data collection programs, respondents' participation in the collection is voluntary.

Scope of Work

The objectives of this project are to (1) collect comprehensive counts of all State prison and local jail inmate deaths nationwide on an annual basis while maximizing response rates to cover all State department of corrections and as many jail jurisdictions as possible; (2) minimize respondent burden by providing a multi-mode data collection effort that uses a Web-based, online reporting tool that also allows for submission of electronic data files (data extracts); (3) collect a completed record of the circumstances surrounding each inmate death reported in the comprehensive count, including an official cause of death; (4) develop and maintain a national database of the State prison and local jail death records; (5) maintain a universe file for all jail jurisdictions nationwide that also identifies jail facilities within jail jurisdictions; (6) provide BJS, in formats specified by BJS, with annual standard analysis file datasets that include data on each death record and data on jail jurisdiction and jail facility population flows; (7) conduct analysis of DCRP data as directed by BJS and prepare updates to BJS annual statistical tables; (8) obtain approvals for the collection from an appropriate Institutional Review Board (IRB) and as needed by the Office of Management of Budget (OMB); and (8) provide documentation, summary reports on the status of the collection, and a yearend project summary to BJS.

Specifically, the recipient of funds will:

1. Develop a detailed timetable for each task in the project, as identified in this description of the scope of work. The first data collection cycle will cover State prison and local jail inmate deaths occurring during calendar year 2009. BJS expects the collection cycle for calendar year 2009 to be completed by September 30, 2010. BJS expects that the data collection forms for the 2009 collection cycle will be sent to respondents in the fall of 2009. For subsequent annual collections for calendar years 2010 and 2011, the forms may be mailed to respondents earlier in the calendar year with the expectation that the data collection will be completed by September 30th of the following calendar year. BJS expects to meet with the selected collection agent shortly after award to discuss the details of the project. Within 2 weeks of that meeting, BJS expects to receive a draft of the project time table for its review and comment. The time table should cover all tasks from mailout of survey forms through delivery of a final dataset to BJS and should include time frames for scheduled followup contacts of nonrespondents or for incomplete records. The BJS Project Manager (PM) will review the schedule and provide comments to the data collection agent. After the BJS PM approves the time table, BJS will expect

work to be done according to the schedule. It will be the responsibility of the data collection agent to notify BJS of barriers or obstacles arising in the data collection process so that appropriate adjustments to the schedule can be made.

2. Manage routine mailings to data respondents. BJS intends to modify slightly the data collection instruments used to obtain the detailed death record for each inmate. For planning purposes, the current data collection instruments (as referenced previously in the section on “Project-Specific Information”) should be used as a guide. The jail data collection involves two mailouts of forms during each year. For the calendar year 2009 collection, BJS expect the first mailout of forms—four CJ-9 detailed death record forms, one for each quarter—to occur during September 2009. Different versions of this form are sent to county and city jails and for private and multi-jurisdictional jails. The second mailout—the CJ-9A summary form—will occur during December 2009. The State prison collection involves a single mailout of forms that includes both the quarterly summary NPS-4 forms and the detailed NPS-4A forms.

BJS will provide the data collection agent with its complete listings of respondents for both collections. In producing these mailings, BJS would like personalized letters prepared for BJS staff signature for all State prison respondents and for the largest 150 jail respondents as well. In preparing these personalized letters, the addressee should be verified each year, to detect turnover due to elections of new sheriffs, or other causes.

In conjunction with the mailout of forms and reconciliation of contact information, the data collection agent should also plan for followup contacts. Followup contact could include providing all respondents with status reports on the collection as well as other information that could enhance response rates.

3. Develop an online or Web-based data collection tool for use by all respondents (both State prison and jail portions of the program) as part of a multi-mode collection system. The online or Web-based reporting instrument should provide respondents a secure option for submitting death records, with access to the site controlled by jurisdiction-specific passwords. The presentation of the online reporting instrument should be based on the appearance of the data collection forms. (See the links to the forms provided in the section on “Project Specific Information.”) The online reporting instrument should also allow respondents to access and edit previously submitted records, so that incomplete records can be updated during the year. Respondents should also be able to print out a .pdf copy of their completed form for each death reported.

In addition, the data collection agent should provide respondents with other options for submitting data—such as fax, email, or submission of data extracts—while at the same time encouraging respondents to use the online system for reporting. As necessary, the data collection agent will have to import electronic data extract files submitted by respondents into the national database of death records. Based on past practices, during any given year, a relatively small number of respondents (about 10 to 12) submit their death records in the form of electronic data files such as Excel spreadsheets, Access databases, or flat text files. Records submitted in these formats may not follow BJS specifications as defined by the data collection instruments. However, the data collection agent should plan to spend time cleaning

data and converting data submitted by respondents into a format that is compatible with the national database. The data collection agent will be encouraged to work with respondents to resolve data format incompatibilities; however, this effort must be undertaken with the main goal of minimizing respondent burden, rather than minimizing data collection agent burden. Consequently, the ultimate responsibility for resolving file format problems will reside with the collection agent.

4. Design and build a national database for the DCRP. The data collection agent will design and populate a national database that contain detailed data on each death record submitted to the DCRP, including individual identifying information such as names, inmate identification numbers, or other personally identifiable information that may be submitted. The local jail portion of the database should include the aggregate, facility-level information requested through the CJ-9A summary form. Future efforts in the DCRP may include attempts to reconcile the CJ-9A data with other data that BJS collects on local jails, enhancing the summary information collected in order to improve BJS estimates of mortality rates, and identifying sample jail jurisdictions for additional followup for more indepth analysis of mortality. BJS does not expect to implement these future enhancements during the 2009 collection year.

Both the State prison and jail inmate death records should contain information that identifies the facility in which the death occurred, and the facility-identification information should be in a form that allows it to be linked to other BJS data collections. All facility- and personally identifiable information must be maintained in accordance with 28 CFR Part 22.

5. Develop a tracking system which allows both the data collection agent and BJS to view the status of each death report, including the date of submission, mode of submission (fax, online, mail or electronic file), presence of missing items, and date of entry into a national database (if not keyed directly into database online by respondent). The tracking system should also allow both the data collection agent and BJS to view death records in their entirety. In addition, based on BJS needs for summary management information, the tracking system should be designed to allow for the creation of summary reports showing information about the status of the collection. Management information that shows overall response rates, response rates for selected subsets (such as the largest 150 jails), time to completion of records, and other information to be determined in conjunction with the BJS PM shall be made available to BJS either via reports or through a query capacity that allows BJS to obtain up-to-the-minute status reports.
6. Deliver final data files and documentation to BJS in accordance with BJS specifications and requested formats. The data collection agent should plan to deliver two types of data files to BJS. First, the agent shall deliver annual data files that include the comprehensive set of prison and jail inmate death records, including personally identifiable information, and the jail summary data. The prison and jail records need not be delivered at the same time but should be delivered as soon as possible after data collection and file preparation are complete. In the past, electronic versions of the data have been delivered to BJS on diskette and in ASCII file format. The data collection agent should plan on delivering data to BJS in this manner initially, but the collection agent should also plan to work with BJS to determine other methods for delivering data, such as downloads through a secure Website. For jail

data, BJS may require a file combining the jurisdiction population items with the individual death records.

In addition to the data files, data collection 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, and methods used for dealing with missing data. The comprehensive codebook should contain information sufficient for users to analyze the data.

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

7. Actively and routinely maintain complete universe file of jail jurisdictions and jail facilities to ensure that DCRP collection has complete coverage of the Nation's local jails. Maintenance of the file should include the addition of any newly opened privately-operated jails or multi-jurisdictional/regional jails, as well as the relocation of any publicly-operated municipal or county jails to new locations. Likewise, the data collection agent should track any public, private or regional jails from the jail universe file which have closed, and flag these jails with a specific code. Along with notation of any closed jail facility, the collection agent should also attempt to document which jail facilities will be impacted by accepting the closed facility's population. (This will assist BJS in understanding whether any associated increases in affected jails are valid.) Vital to the maintenance of this listing are regularly updating contact information, identifying and distinguishing among jail facilities located within a jail jurisdiction, and identifying the appropriate responding units for jail facilities and jail jurisdictions.

To initiate this effort, BJS will provide the data collection agent with a dataset containing its current roster of jail. The data collection agent will be expected to be knowledgeable about the U.S. Census Bureau's Government ID code, as this is currently used to identify jail facilities. For information about the Census of Governments Government ID, see <<http://www.census.gov/qovs/www/gid2002.html>> and, <http://harvester.census.gov/gid/gid_07/options.html>.

The Government ID code allows users to link data from the Census of Governments to the jail jurisdiction data file. In addition, the Census Bureau has created a crosswalk between the Government ID codes and the Federal Information Processing Standards (or FIPS) codes. The FIPS codes allow users to link jail jurisdiction data to other data files that use the FIPS geography. BJS will ask the data collection agent to explore the opportunities for linking jail jurisdiction data with other data sources that could be used in analyzing the inmate mortality in local jails. In addition, in the annual jail data files submitted to BJS, both the Government ID and FIPS codes should be included.

8. Maintain the paper versions of death records submitted in that format by State prison and local jail respondents for at least one year after the provision of a final data file to BJS. For records submitted electronically, implement a capacity to generate a .pdf file for each record that BJS can printout as needed. After the one-year period, BJS

will take on responsibility for archiving the original paper records and the .pdf versions of records submitted electronically. While in the possession of the data collection agent, all death records should be stored in a secure location consistent with 28 CFR Part 22, given the personally identifiable information included in the records and the potentially sensitive information about the circumstances of an inmate's death.

9. Occasionally (perhaps once a month), the data collection agent will also be asked to provide analytical support in response to detailed data requests. These requests typically require a comparative analysis of mortality data for a range of jail or prison facilities, based on the size or location of the facility, or perhaps by a characteristic of the deceased inmate.
10. Provide analytical support to BJS in the production of annual data tables published on the BJS Website devoted to DCRP statistics <<http://www.ojp.usdoj.gov/bjs/dcrp/dictabs.htm>>. BJS is interested in implementing methods to use statistical software such as SAS or SPSS to generate these tables in formats that are consistent with those shown on the website listed above. Occasionally it becomes necessary to update the data tables when circumstances dictate, and consequently, BJS is interested in implementing computer-based methods for preparing formatted tables that eliminate the need to key values into spreadsheets.
11. Facilitate periodic meetings between BJS and subject matter experts to gain feedback on the collection programs and areas of possible measurement improvements.
12. Meetings and Progress Reports - Formal meetings between the PM and the Recipient will be scheduled as needed. Such meetings shall take place at a location mutually acceptable to both parties. Conference calls between BJS project principals and the Recipient's Project Director shall be held at least once per month. The Recipient shall submit to the PM progress reports every month including: (1) all activities performed during the month; (2) problems encountered during the month and proposed or enacted solutions; (3) current status of the data collections; (4) a brief discussion of the expenditure of funds; (5) a statement as to whether problems encountered will affect the planned time frames for completion of the data collection as specified in the delivery schedule, and (6) the status of the project relative to the remaining budgeted amount. The BJS PM will maintain a record of the monthly progress reports in GMS. The grantee will have access to GMS in accordance to OJP requirements. Required financial and progress reports shall be submitted through the Grants Management System in accordance with the OJP Financial Guide.

Funding Information

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding will be made available under a cooperative agreement. An initial award will be made for the first collection cycle covering calendar year 2009 with an option for continuing the collection for two additional annual collection cycles conditional upon availability of funds and the quality of initial performance and products. Funding for subsequent years may

include reasonable increases for cost-of-living adjustments and changes in scope, where applicable. Cost estimates are not to exceed \$600,000 for the initial 15-month period.

Limitation on Use of Award Funds for Employee Compensation; Waiver: No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash *compensation* (salary plus bonuses) of any employee of the award recipient whose total cash compensation 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 salary table for SES employees is available at www.opm.gov.) This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application. The justification should include: the particular qualification and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project undertaken with the grant funds and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with her/his qualifications and expertise, and for the work that is to be done.

Performance Measures

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

Objective	Performance Measures	Data Grantee Provides
<p>To establish a quarterly collection of individual records of every death that takes place in State prisons and local jails nationwide and to maintain and update a census (roster) of local jail facilities and jail jurisdictions.</p>	<p>Unit response rates for death records: -- States: 100% -- Local Jails: Greater than 95%</p> <p>Key item response rates: Obtain a known cause of death for 95% of death records.</p> <p>Successful and timely completion of the data collection within 9 months of end of reference year.</p>	<p>Grantee provides dataset that achieves identified response rates; if these cannot be met due to circumstances beyond grantee control, the reasons are documented and BJS is notified in advance of completion of the collection.</p> <p>Cause of death response rate. (Target: 95% or higher. A response rate lower than 95% threshold is unacceptable).</p> <p>Minimal number of missing data elements in the final file (Target: No more than 2% missing data on death records (exclusive of missing due to skip patterns)).</p> <p>Post validation followup rate: (Target: Less than 3% of respondents require post-validation followup and error correction.</p> <p>Final data file (Target: within 9 months of close of reference year.)</p>

How to Apply

DOJ participates in Grants.gov— a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.Gov Instructions: Complete instructions can be found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at 1-800-518-4726, Monday-Friday from 7:00 a.m. to 9:00 p.m. eastern time.

Note: OJP's Grants Management System (GMS) does not support Microsoft Vista or Microsoft 2007. Therefore, OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. GMS downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. Applications submitted via GMS must be in the following formats: Microsoft Word (*.doc), Word Perfect (*.wpd), Microsoft Excel (*.xlm), PDF files (*.pdf), or Text Documents (*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extensions of ".docx." Please ensure the documents you are submitting in Grants.gov are saved using "Word 97-2003 Document (*.doc)" format. Additionally, 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."

CFDA Number: 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 2009-BJS-2074.

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. 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. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <<http://www.dunandbradstreet.com>>. Individuals are exempt from this requirement.

Central Contractor Registration (CCR) is required: In addition to the DUNS number requirement, OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. 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 registration procedures can be accessed at www.ccr.gov.

What an Application Must Include

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

- Standard Form 424
- Program Narrative
- Budget Detail Worksheet and Budget Narrative
- Indirect Cost Rate Agreement (if applicable)
- Other Attachments

- 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. Information provided should focus on activities to be conducted during the initial 18-month period with a more general discussion of the three-year objectives for the project.
- The Budget Detail Worksheet may be found through the Internet at <http://www.ojp.usdoj.gov/funding/forms/budget_detail.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/financialguide/index.htm>>. If you have any questions, please contact the OJP Office of the Chief Financial Officer's Customer Service Center at 1-800-458-0786.
- Applicants that 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, information needed to submit an indirect cost rate proposal can be obtained at <http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf>.

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/hscr.htm>>.

- Assurances and Certifications. Applicants are required to submit as an attachment signed copies of these assurances and certifications electronically through Grants.Gov. It is critical that the name, address, telephone number, fax number, and e-mail address of the authorizing official on these online forms are correct. These forms can be obtained on OJP's funding page at <http://www.ojp.usdoj.gov/funding/forms.htm>>.

(1) Assurances. The applicant must comply with the assurances in order to receive federal funds under this program. It is the responsibility of the recipient of federal funds to fully understand and comply with these requirements. Failure to comply may result in withholding of funds, termination of the award, or other sanctions.

(2) 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 (Nonprocurement) and Government-wide Requirements for a Drug-Free Workplace (Grants)."

Selection Criteria

Proposals should describe the plan and implementation strategies outlined in the Scope of Work.

The applicant will be evaluated on the basis of:

1. Program Narrative (10%)

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

2. Project Design and Implementation (30%)

Feasibility of the project design to complete data collection within time frames while maintaining high response rates and data quality. Innovation in methods of data collection, including enrolling respondents into the collection, followup contacts, and providing technical assistance as needed to ease respondent burden, with the aim of reducing collection time, reducing time between receipt of

records, review of records, and followup contact to clarify discrepancies. Demonstrated knowledge of applied survey research and social science research methods, with an emphasis on instrument design, data collection, data coding and cleaning, data verification, the production standard analytic datasets, and the production of public-use data files and related documentation. Designs for producing standard analytic files according to BJS specifications and transmitting data files to BJS in formats readable by a variety of statistical software, such as SAS and SPSS. Integration of data collection and analysis, and capacities to produce standard statistical tables for release via the Web in various formats.

3. Capabilities/Competencies (30%)

Demonstrated capability of staff understanding of survey research, including survey design and sample design. Demonstrated ability and experience in collecting data from correctional authorities. Knowledge of medical causes of death and capacity to review records to identify inconsistencies between descriptions of events and reported causes of death. Capacity to implement multiple modes of data collection, including Web-based collection, dataset transfers (aka "data dumps") in various formats and to reprocess them into a common format, data exchange mechanisms, fax, phone, or other methods. Capacity to clean data, reconcile data files to known totals, provide datasets that represent the data as provided by respondents. Capacities to impute data using multiple imputations. Capacity for conducting independent analysis of data. Demonstrating the availability of an adequate computing environment, including capacity for data security, data collection via electronic methods including Web-based collection, computer hardware and software for processing data files, and demonstrated capacities for producing public-use datasets and documentation. Capacity to provide up-to-date tracking of the data collection, regular reporting of progress, identification and communication of potential problems needing to be addressed, and problem-solving abilities.

4. Budget (20%)

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

5. Impact/Outcomes and Evaluation (10%)

Demonstrated ability to develop designs for conducting complex data collections involving sensitive issues. Identify how the approach and methods in this project will achieve the performance goals for this project.

Review Process

The applicant will be evaluated based on the requirements provided under the Selection Criteria. OJP is committed to ensuring a standardized process for awarding grants. The Bureau of Justice Statistics reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer Reviewers will be reviewing the applications submitted under this solicitation as well. The Bureau of Justice Statistics 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 an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with the Bureau of Justice Statistics, conducts a financial review of all 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. OCFO also reviews the award document and verifies the OJP Vendor Number.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below 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
- Funding to Faith-Based Organizations
- 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 the Office of Justice Programs' [Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006