



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is pleased to announce that it is seeking applicants to administer the Annual Surveys of Jails in Indian Country, 2012-2015. As the principal federal statistical agency in the Department, BJS is responsible for 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 Department's mission by working in partnership with the justice community to identify the most pressing challenges confronting the justice system and provide information in support of innovative strategies and approaches for dealing with these challenges.

Annual Surveys of Jails in Indian Country, 2012-2015 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," page 12.) All applications are due by 11:59 p.m. Eastern time on Tuesday, May 24, 2011. (See "Deadlines: Registration and Application," page 3.)

Contact Information

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

Note: The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact Todd Minton, BJS Statistician, at 202-307-0765 or by e-mail at askbjs@usdoj.gov. Include "asjic2012-2015" in the subject line.

Grants.gov number assigned to announcement: **2011-BJS-2976**

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Annual Surveys of Jails in Indian Country, 2012-2015 Solicitation (CFDA # 16.734)

Overview

The purpose of this award is to provide funding through a cooperative agreement to administer annually the Survey of Jails in Indian Country (SJIC) data collection and analysis activities for four iterations of the survey: 2012, 2013, 2014, and 2015. The SJIC is used to describe changes in jail inmate populations in Indian country as well as facility operations and staffing in these jails. Intermittently, via addenda, the SJIC is used to collect data on facility programs and services, such as those related to inmate health care, medical assessments, mental health screening procedures, counseling programs, and education programs. Data analysis includes the production of tabular displays of key quantities, detailed appendix tables showing facility-level responses to items, and responses to special requests. BJS anticipates making one award for the project. 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 11:59 p.m. Eastern time on Tuesday, May 24, 2011. Please see the "How to Apply" section, on page 12 for more details.

Eligibility

Applications for funds may be submitted by both for-profit (commercial) and nonprofit organizations. For more information for "Eligibility," please refer to the title page.

Program-Specific Information

The SJIC collects information from all known (86 as of 2010) confinement facilities, detention centers, and other correctional facilities operated by tribal authorities or the Bureau of Indian Affairs (BIA). The SJIC collects information pertaining to jail inmate population counts, movements, and characteristics as of the last weekday in the month of June each year. Data are collected on the number of adults and juveniles held, gender of inmates, conviction status, offense seriousness, number of admissions and releases during the month of June, number of inmate deaths, average daily population, peak population during the month of June, use of housing space, rated capacity of facility, crowding issues, and jail staffing and training. Data also are collected intermittently via an addendum to the core survey on the physical conditions and operations of Indian country facilities. The addendum requests information on inmate medical services, mental health services, suicide prevention procedures, substance dependency programs, domestic violence counseling, sex offender treatment, educational programs, and inmate work assignments.

Copies of data collection instruments for the 2010 SJIC and the last survey addendum conducted in 2007 can be found at www.bjs.gov/index.cfm?ty=dcdetail&iid=276.

Data from the SJIC collection have been published in an annual series of bulletins, with the name "Jails in Indian Country, [year]", available at www.bjs.gov/index.cfm?ty=pbse&sid=32.

Goals, Objectives, and Deliverables

The goals of this project are to complete in a timely and high quality manner the data collection and analytic tasks for the 2012 through 2015 versions of the SJIC and by assessing opportunities to do so, deliver to BJS recommendations for enhancing the SJIC. Annual data collection and analytic activities include the following: fielding the survey; conducting follow-up efforts as necessary to obtain the high response rates that have been a hallmark of this collection (e.g., 100% in 2009; greater than 95% in prior years); implementing data entry, verification, and editing procedures that result in an analytic dataset that will be used to prepare tables for release in BJS annual bulletins on Jails in Indian Country; delivering a copy of the analytic dataset to BJS in a timely manner to allow for BJS analysis for the annual bulletins; preparing tables for the BJS annual bulletins; and delivering a final dataset and documentation that will be used for archiving the data at the National Archive of Criminal Justice Data (NACJD), available at www.icpsr.umich.edu/NACJD/index.html.

Five critical objectives should be met for each year (2012 through 2015) of the SJIC. The objectives and their deadlines are shown in Table 1. In addition to the annual objectives, two one-time objectives must be met: fielding an addendum to the 2015 version of the SJIC, and providing BJS with recommendations for enhancing the SJIC. Pending funding and obtaining budget and other clearances, the project is scheduled to begin on March 1, 2012, and terminate on June 30, 2016.

As befitting a cooperative agreement, BJS will work collaboratively with the data collection agent to address issues and concerns arising during survey administration and analysis, as well as improvements to the survey. BJS maintains all final decision-making authority regarding the implementation of the collection. Survey instrument design, publication, and dissemination of the final product are the sole responsibilities of BJS.

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 Internet and at the National Criminal Justice Data Archives at the University of Michigan. *The recipient shall not release or disclose any data collected through this cooperative agreement without prior written approval of BJS or until the dataset has been released to the public.* This includes, but is not limited to, presentations at professional conferences and meetings, press releases, and/or grant applications. Unauthorized release of the data by the recipient or its associates may result in the immediate commencement of termination or suspension proceedings in accordance with 28 CFR Part 18.

The data collection agent is expected to have routine contact with tribal authorities and Bureau of Indian Affairs (BIA) law enforcement and correctional agencies and must be knowledgeable in the areas of tribal law enforcement and corrections.

Annual Tasks

Applicants' proposals should describe their plan to address the following twelve tasks objectives that are to be completed annually. In describing plans, applicants should ensure that they clearly define the relationship between the annual tasks and the annual project objectives.

1. Submit to BJS a detailed timetable for each project year. Plan to meet with BJS within two weeks of the start of the project and at the beginning of each subsequent project year to discuss the project scope of work and draft timetable. Revise the draft as necessary based on BJS comments. After the BJS project manager agrees to the timetable, work to achieve tasks by scheduled dates.
2. Update and maintain an accurate contact list of the SJIC respondents. Using BJS's most recent list of SJIC respondents and Indian country jail facilities, verify and update (as needed) the names, addresses, and appropriate contact information. Use available information sources (including any experience with specific BIA and tribal law enforcement and correctional agencies, commercial databases, membership lists of professional associations, academic researchers specializing in jail research, and other sources) to search for additional jail facilities operated by tribal authorities or BIA that are not included on the respondent list provided by BJS. Review newly identified jail facilities with BJS to determine whether to include them in the survey, and add to the list of respondents those that BJS and the recipient decide fall within the scope of the collection.

For planning purposes, assume that there are 86 respondents (the number in the 2010 survey administration). The BJS bulletin, *Jails in Indian Country 2009*, lists the 80 operating facilities in appendix tables available at: www.bjs.gov/index.cfm?ty=pbse&sid=32. Six facilities were non-operational in 2009, but are considered in-scope and will be assessed annually.

3. Field the SJIC. Use the current version of the SJIC instrument that has been approved by OMB, available at www.bjs.gov/index.cfm?ty=dcdetail&iid=276.

Fielding the SJIC involves sending out notification letters two weeks prior to faxing or mailing the survey (assume fax administration for planning purposes) and a cover letter from BJS that describes the survey, the target dates for completion, and names contact persons on the recipient of funds staff and from BJS staff. Use the most favorable mode (e.g., fax, mail, or email) for respondents to communicate about the upcoming survey based on respondents' preferences and capabilities.

The grantee will prepare, submit drafts to BJS for review, and distribute cover letters informing respondents of survey intention along with the questionnaire. Administer the SJIC using appropriate modes. Historically, the SJIC has been administered as a paper form, primarily by fax. During the project, while conducting follow-up contact with respondents, the grantee should obtain information about the most favorable mode and determine the feasibility of administering the SJIC via an electronic collection mode. Consider cost-effective approaches, tribal access to electronic reporting, reducing respondent burden, and reducing time to complete the data collection while maintaining high quality data. The grantee should assess the information it obtains about respondents' capacities to provide data electronically and include this assessment in the one-time task of recommending enhancements to the SJIC.

4. During the data collection period, provide follow-up as needed to respondents that require assistance, clarification, or encouragement to complete the survey. This may involve multiple follow-up telephone calls, re-mailing or re-faxing surveys, and phone, fax, or e-mail correspondence. BJS has found use of fax to be an effective assistant in administering the survey and conducting follow-up.

During follow-up contact, if information is obtained that is suggestive of new facilities in Indian country that are not included in the respondent list, take steps to verify the existence of the facility and obtain contact information for the facility. Identify facilities that closed, merged with another facility, or whose operations were suspended during a year. Update the respondent list with information about new or closed facilities.

5. Identify and implement techniques necessary to achieve a 95% or better survey response rate and item response rates as specified in the "Performance Measures" section on page 10. BJS has consistently achieved greater than a 95% response rate and through its contractor obtained a 100% response rate during the 2009 survey administration. If necessary, the recipient of funds will conduct a historical review of respondent data from previous JIC survey administrations for validation of current responses.
6. Implement and maintain a database that will be used to provide ongoing, real-time status of the progress of the survey administration. Use the database to provide project status information about each respondent, including a record of follow-up communication and procedures used for each case, the respondent's method of response (mail, fax, or phone), and dates of contacts and survey completion. The database should remain current, and requests for information should be accessible to the BJS project manager at all times.
7. Maintain and update a database of survey responses as surveys are received, aiming to achieve a goal of completing the review, assessment, data entry, edit check for each survey within 2 weeks of receipt. Within that time frame, address survey response issues, such as clarifying discrepancies in responses, correcting errors in entry, and addressing item non-response.
8. Prepare data tables for inclusion in BJS bulletins on Jails in Indian Country as specified by BJS. For all years, produce four facility level tables to be included in the midyear report. These facility level tables will include information on inmate custody counts and crowding, the number of adults and juveniles held in Indian country jails, and the type of offense and conviction status for the confined inmate population. For planning purposes, see Table 12 and the appendix tables included in the *Jails in Indian Country, 2009* report. Tables should be generated directly from the database using software that can meet BJS formatting requirements (such as Excel, .csv files, and .pdf files).
9. Submit data to BJS for archiving. Create a final electronic version of the survey data with any modifications that BJS has made to the data and additions to the data file, such as BJS's calculated variables, and deliver it and required documentation for archiving the SJIC data. BJS will deliver to the grantee a copy of the final version of the data that it used to produce the annual bulletin on Jails in Indian Country, and this version of the dataset is the one to be archived. In addition, organize and develop appropriate documentation necessary for archiving the Jails in Indian Country data at the National Archive of Criminal Justice Data (NACJD), at the University of Michigan, available at

www.icpsr.umich.edu/NACJD/index.html. The data and documentation for archiving are to be submitted to BJS for review and modified if need based on BJS comments. BJS will transmit the data and documentation to NACJD.

Data and documentation to be provided for archiving include—

- An electronic copy of the data for each reference year (that is, the year to which the data pertain), including any modifications to data originally submitted to BJS and any BJS created variables.
- Copies of specialized programming code and other, but not limited to, associated databases, database queries, images, or PowerPoint slides necessary to reproduce all constructed measures and original data analysis. BJS will provide the grantee copies of computer code that it uses to generate created variables. The grantee will compile this into the set of documentation to be submitted for archiving.
- A codebook listing the data variables, variable labels, value labels, and missing value designations.
- A blank electronic version of each data collection instrument.
- Manual, electronic, or other data collection protocols.
- Applicable blank consent forms.
- A copy of the annual bulletin associated with a reference year of data.

Based upon NACJD staff review of the materials submitted to it for archiving the SJIC data, the grantee may need to provide additional data or documentation. No release or use of the data (including presentations and publication) prior to the release of the public use dataset can take place without written permission of the BJS director.

10. From time-to-time, respond to requests for special tabulations of the SJIC data. These involve producing descriptive statistics, trends over time for selected facilities, and other fairly rudimentary analyses that should require no more than one day of an analyst's time. The recipient will produce and verify the program code used to generate the tabulations and submit it to BJS. For planning purposes, the recipient of funds should expect to conduct three such analyses.
11. Attend major conference or meeting of Indian country officials to present on issues related to the Jails in Indian Country project. The conference presentation tasks may include (a) leading focus groups to obtain feedback about the survey for the purposes of enhancing the survey, or (b) presentations at BIA manager meetings about the SJIC. Possible conference venues include the National Indians Nation: Justice for Victims of Crime conference. Based on recommendations from the grantee, the BJS project officer will make the final decisions about conference venues.
12. Maintain regular communication with BJS staff about the project's status, including regular phone calls, meetings as necessary and monthly project status reports. The monthly status reports shall be submitted by the middle of each month and shall describe the status of the project relative to goals (such as collection year comparison of response rates by weeks in the field, response rates, item nonresponse, information about new or closed facilities, changes in facility operations, and other factors that are related to the scope of coverage),

implementation issues needing special attention, problems encountered needing BJS input, objectives for the upcoming month, and a comparison of response rates of the current survey to those of previous surveys based on time in the field. These should be provided to BJS via email in commercially-available software beginning one month after the survey fielding date as identified on the questionnaire.

The final monthly report for a survey year will include a review of the performance of the survey for that year. Items to include in this report are final response and item rates, collection issues and concerns, extent of respondent burden, and other survey administration issues that imposed a relatively large burden on the respondents or the recipient of funds in administering the survey.

One-time Tasks

The following two tasks will be completed during the four-year project period.

1. Field an addendum to the SJIC during the 2015 collection. The addendum will focus on topics that were addressed in the 2007 and 2011 survey addendum. A copy of the 2007 addendum can be found at www.bjs.gov/index.cfm?ty=dcdetail&iid=276. In addition to the four tables produced annually, in 2015 produce approximately 12 facility level tables on programs and services based on the result from the survey addendum. See *Jails in Indian Country, 2007* for an example of the facility-level tables produced from the addendum, available at www.bjs.gov/index.cfm?ty=pbdetail&iid=1009.
2. Make recommendations to BJS for enhancing the SJIC. Throughout the SJIC, the grantee should use the annual tasks to identify opportunities to enhance the SJIC and obtain and assess the information necessary to make informed recommendations for these enhancements. Specifically, during the start of the second project year, the grantee should propose to BJS a concept paper for undertaking this assessment of opportunity, and if additional tasks are required to complete it, provide BJS with an estimate of the costs to complete them. The grantee should review the data collection instrument, identify gaps in the collection, assess the costs and challenges associated with obtaining data to fill gaps, and develop methodologies to obtain the data. This process should involve key stakeholders. The review and assessment should cover all aspects of the SJIC, including the content of the survey, modes of administration, communication with the field about the survey, statistical products from the data collection, and dissemination of products.

At the end of the review, submit to BJS a document that summarizes what was learned from the review and propose changes to the SJIC that are deemed to be feasible based upon the review process. The review document should identify and describe potential improvements or enhancements that could be made to the survey, its administration, or analysis that can be implemented during future iterations of the survey. Include recommendations to BJS that will lead to improved response rate, higher quality data, and the reduction in the time required for data collection.

Table 1. Key deliverables and deliverable dates for SJIC	
<u>Key annual tasks and objectives</u>	<u>Annual deliverable date</u>
Timetable, task plan, staff allocation	April 15
Complete data collection to BJS (Including addendum in 2015)	December 15
Provide BJS with an analysis dataset	January 15
Provide BJS with statistical tables	February 1
Provide BJS with data and documentation for archiving the SJIC data	March 1
Final monthly report with annual review of survey performance	March 15
<u>Other key tasks and objectives</u>	
Submit concept paper to BJS for the SJIC assessment (One-time task #2)	July 15, 2013
Field addendum to the 2015 SJIC (One-time task #1)	June 20, 2015
Provide BJS with addendum related statistical tables (One-time task #1)	February 1, 2016

Amount and Length of Awards

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Based on the availability of funds, BJS anticipates making one award for a 52-month period under this solicitation.

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 2011 salary table for SES employees is available at www.opm.gov/oca/11tables/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 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 the applicant to adjust and resubmit its budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or

project being undertaken with award funds, and a statement explaining that the individual’s salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

Match Requirement

This solicitation does not require a match.

Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
1) Administer the Annual Survey of Jails, and collect complete and accurate information on inmate counts and movements, facility operations and staff, inmate health care, and facility programs.	Provide response rate. Percentage of milestones and deadlines met.	Number of agencies. Number of responses. (Target: 95% or higher. A response rate lower than 95% threshold is unacceptable). Minimal number of missing or inconsistent data file (Target: 1% on inmate counts and movements, inmate health care, and facility programs, and a maximum 5% on facility staff). Number of milestones and deadlines met. Number of milestones and deadlines set.
2) Timely completion of data collection.	Percent of deliverables completed on time.	Number of deliverables. Number of deliverables completed on time. Delivered draft tables and final versions of facility-level tables that meet BJS data quality guidelines. Time from initiation of the collection to close of the reference period (Target: 6 months for each reference year).

3) Review and assess the SJIC collection.	Percentage of deliverables that meet expectations.	Number of deliverables. Number of deliverables that meet BJS's expectations for depth, breadth, scope and quality of study, and pertinence.
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Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Please refer to the section "What an Application Should Include" on (page 13) for additional information.

Note on project evaluations: Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute "research" for purpose of applicable DOJ human subjects protections. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements likely do not constitute "research." Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge." 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the "Research and the Protection of Human Subjects" section of the OJP "Other Requirement for OJP Applications" web page (www.ojp.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the "Confidentiality" section on that web page.

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsr.gov.

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

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 awards 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 the applicant experiences technical difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **800-518-4726**, 24 hours a day, 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 specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** A DUNS number is required for Grants.gov registration. In general, the Office of Management and Budget requires that all applicants (other than individuals) 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 Dun and Bradstreet at 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 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 annually** 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 the AOR profile on Grants.gov and create a username and password. The applicant organization’s DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization’s AOR. Please note that there can be more than one AOR for the 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 2011-BJS-2976.
6. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **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 an applicant experiences unforeseen Grants.gov technical issues that are beyond the applicant’s control that prevent submission of its application by the deadline, the applicant must contact BJS staff **within 24 hours after the deadline** and request approval to submit its application. At that time, BJS staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the 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, if any, are posted at the top of the OJP funding web page at www.ojp.gov/funding/solicitations.htm.

What an Application Should Include

This section describes what an application should 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 be made to make an award, it 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 some application elements are so critical that applications unresponsive to the scope of the solicitation or that do not include a program narrative, and budget detail worksheet including a budget narrative, will neither proceed to peer review nor receive further consideration.

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

Information to complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable).

Program Narrative

This should describe the activities in the Statement of Work and address the evaluation criteria. The narrative should provide a detailed timeline and budget for project activities. The narrative should demonstrate the applicant's knowledge of survey methodology and capabilities to handle a national collection of criminal justice data.

Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at www.ojp.gov/financialguide/index.htm.

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if

the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.gov/financialguide/part3/part3chap17.htm.

Plan for collecting the data required for performance measures.
(See "Performance Measures" on page 10.)

Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) 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 membership should 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 should include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions.

Additional Attachments

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 www.bjs.gov/content/pub/pdf/bjsmpc.pdf.

Human Subjects Protection Certificate of Compliance. BJS requires the funding recipient to submit proper documentation to be used to determine that the research project meets federal requirements for human subjects protections set forth in 28 CFR Part 46. A model certificate is located at www.bjs.gov/content/hscr.cfm.

Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at www.ojp.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Please note in particular the following forms.

- a. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required to be submitted in GMS prior to the receipt of any award funds)
- b. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)

- c. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded)
- d. [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds)

Selection Criteria

Applicants will be assessed according to the following weighted criteria, and the successful applicant should demonstrate the following:

Statement of the Problem (10%)—Applicants must demonstrate a clear understanding of the project and the SJIC program goals of (a) improving the timeliness of the SJIC data, (b) enhancing the reliability of the data, (c) fostering strong working relationships with and among data providers, (d) improving responsiveness to stakeholder needs, and (e) developing and implementing efficient data collection mechanisms.

Applications must demonstrate—

1. Understanding of the SJIC goals.
2. Knowledge of issues facing Indian country jails, the need to provide Jails in Indian Country agencies with information they need, and the challenges faced by Indian country agencies in gathering and reporting data.
3. Knowledge of methods for improving timely survey response.
4. Understanding of the value of the SJIC project to the corrections' field.

Project Design and Implementation (Goals and Objectives) (25%)—Applicants must demonstrate that they can design and implement a high-quality project. Applications should demonstrate—

1. An implementable plan for efficiently and cost-effectively administering establishment surveys to Indian country agencies that collect and process establishment data.
2. An understanding of the challenges facing Indian country jail respondents in providing data to meet BJS standards and an approach that recognizes and addresses these challenges.
3. Capacity to produce statistical tables and conduct statistical analysis in a timely manner that meets BJS data quality standards and BJS production timelines.
4. Sound proposed procedures for carrying out the project tasks and meeting the project deliverable time frames, including a commitment to identifying and communicating potential problems to be addressed before they become an issue, and a plan for up-to-date tracking and reporting of data collection progress.

Capabilities and Competencies (35%)—Applicants must demonstrate that they have the appropriate corporate and staff capabilities and experience to conduct the work outlined in the project tasks.

1. Qualifications, demonstrated ability, and experience of the proposed staff who will manage the project and those who will have day-to-day data collection responsibilities in the use of current accepted survey research methods in the following areas: (a)

questionnaire design; (b) collection of administrative data from hard to reach agencies or; (c) cleaning and verifying data, and providing files that exhibit a high degree of accuracy; (d) adjusting for non-response, including multiple methods of imputation; (e) conducting independent analysis of data; and (f) the production of public use datasets and documentation which require a high degree of attention to detail.

2. Qualifications, demonstrated ability, and experience of the information technology staff, and the capacity of the computing environment, for the development of electronic based data collection tools (pending results of feasibility study), preparation of datasets for statistical analysis, and the preparation of statistical reports.
3. Adequate management plan for the project, including sufficient delineation of project tasks to provide a full understanding of how project resources will be used.
4. Adequate management oversight and quality control procedures.
5. Successful past performance of the proposed project team in addressing the key objectives for the project.
6. Tribal Affiliation/Participation.

Budget (15%)—Applicants must demonstrate awareness of method to use budgetary resources efficiently and effectively and demonstrate appropriate internal controls over these resources.

1. Appropriateness of the proposed budget for the level of effort outlined in the project plans.
2. Adequate and efficient assignment of staff to tasks.
3. Adequate budgetary controls to ensure that resources are managed effectively and in compliance with federal regulations.

Impact/Outcomes and Evaluation (15%)—Evaluation is critical to ensure that each BJS project is operating as designed and achieving its goals and objectives. Applicants must—

1. Provide a plan to assess the effectiveness of the SJIC project in meeting project goals and objectives and in documenting project accomplishments, and
2. Describe how they will assess performance in attaining the project outcomes. Goals and objectives must be clearly stated, and links between project activities and objectives and performance measures must be identified. Performance measures will address a mix of immediate and intermediate outcomes, and as appropriate and feasible, information on long-term impact of the project on Indian country and the corrections' field.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. The Bureau of Justices Statistics 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 review the applications submitted under this solicitation that meet basic minimum requirements. BJS may use either internal peer reviewers, external peer reviewers, or a combination 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 solicitation. Eligible applications 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 for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with the Bureau of Justice Statistics, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

All final award decisions will be made by the Director of the Bureau of Justice Statistics who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, 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. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.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)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting 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
- Active CCR Registration

Application Checklist

Annual Surveys of Jails in Indian Country, 2012-2015 Solicitation

This application checklist has been created to assist in developing an application

Eligibility Requirement: 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.

What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 14)
- Program Narrative (see page 14)
- Budget Detail Worksheet (see page 14)
- Budget Narrative (see page 14)
- Indirect Cost Rate Agreement (if applicable) (see page 14)
- Tribal Authorizing Resolution (if applicable) (see page 15)
- Additional Attachments (see page 15)
 - Privacy Certificate
 - Human Subjects Protection Certification of Compliance
- Other Standard Forms as applicable (see page 15), including:
 - Disclosure of Lobbying Activities (if applicable)
 - Accounting System and Financial Capability Questionnaire (if applicable)