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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 applications to obtain a data processing agent through a cooperative agreement to convert criminal history records into research databases to support recidivism studies. 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.

## **Conversion of Criminal History Records into Research Databases Solicitation**

### **Eligibility**

Applications for funds may be submitted by both for-profit (commercial) and nonprofit organizations.  
(See "Eligibility" on page 3)

### **Deadline**

Registration with the OJP Grants Management System (GMS) is required prior to application submission.  
(See "Registration" on page 3)

All applications are due by 5.00 p.m. eastern time on May 29, 2009.  
(See "Deadline: Application" on page 3)

### **Contact Information**

For assistance with the requirements of this solicitation, contact Matthew Durose, Statistician, Bureau of Justice Statistics, at 202-307-0765 or via e-mail at [askbjs@usdoj.gov](mailto:askbjs@usdoj.gov). Please include "Conversion of CHR" in the subject line.

This application must be submitted through GMS. For technical assistance with submitting the application, call the GMS Support Hotline at 1-888-518-4726, option 3. The GMS Support Hotline hours of operation are Monday – Friday from 7:00 a.m. to 9:00 p.m. eastern time.

**2009-BJS-2186**

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# **Conversion of Criminal History Records into Research Databases CFDA #16.734**

## **Overview**

The Bureau of Justice Statistics (BJS) seeks a data processing agent through a cooperative agreement to convert criminal history records into research databases to support recidivism studies.

This program furthers the Department's mission by enhancing BJS' capability to conduct recidivism studies more efficiently and, therefore, more frequently. For years, BJS recidivism research has utilized data reported manually to BJS by individual state criminal history repositories. This project aims to convert the information recorded on national criminal history records (i.e., "rap sheets" derived from information housed in individual state repositories) into a database supportive of ongoing recidivism research. In addition, as a pilot test of the data conversion process, this project will produce a research database for use in a study of the recidivism of persons released from prison in 2005.

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

## **Deadline: Registration**

Applicants must register with GMS prior to applying. The deadline to register is 5:00 p.m. eastern time on Friday, May 29, 2009.

## **Deadline: Application**

The due date for applying for funding under this announcement is 5:00 p.m. eastern time on May 29, 2009.

## **Eligibility**

Applicants are limited to for-profit (commercial) organizations, nonprofit 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 for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal consortiums. 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 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 the 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.

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](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

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.

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

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.

## **Project-Specific Information**

### ***Background***

For more than two decades, BJS has used information stored in the nation's automated criminal history records to assess the officially-recognized, law-violating behavior of various samples of individuals (e.g., persons released from prison, persons convicted of a felony, persons convicted of a domestic violence offense). To do these studies, BJS has provided state criminal history repositories with identifying information on study subjects and has requested each participating state repository to extract selected information on each subject's criminal justice

activities, thus creating a reporting burden for participating repositories. In addition, the structure and content of the data extracted from these repositories varies from state to state requiring customized software to transform each state's data into a commonly-formatted, researchable database.

For years, criminal justice agencies have been able to electronically request and receive criminal history information on individuals from all state repositories through the Interstate Identification Index (III) System. Conceptually, this system works as follows - A law enforcement agency enters personal identifying information (e.g., a state identification number associated with a person's fingerprints) into a national computer network that links all state criminal history repositories, as well as the criminal history repository housed at the Federal Bureau of Investigation. Software at each repository checks to see if the repository holds any criminal history information on the individual. Those repositories that do check automatically send the information to a central point where the information is electronically collated and organized into a document (i.e., a national rap sheet). The national rap sheet is then sent electronically to the agency that originally requested the criminal history information. The entire process of creating a national rap sheet requires no human intervention once the identifying information is entered into the network. As a result, the time, effort, and cost of collecting these data are reduced to a minimum. Typically, a national rap sheet contains information on each arrest reported to a repository, as well as the prosecutor action taken as a result of this arrest, and (if relevant) the court disposition and sentence.

In years past, the nature and content of the state-specific information on the national (or, more accurately, multi-state) rap sheet varied widely from state to state. However, in recent years, partially due to BJS funding, reporting standards have been adopted by many criminal history repositories so that the types of information contributed to a national rap sheet are similar in scope and content. The increasing standardization of the state data flowing into the Interstate Identification Index (III) System creates the possibility that researchable databases may be produced from the rap sheets generated by the III System. If this proves feasible, BJS will be able to conduct recidivism and criminal career research far more cost efficiently and, as a result, more frequently.

### ***Statement of Work***

The goal for this project is to develop and test a software system that will convert national rap sheets into a relational database analyzable by standard statistical analysis packages. This researchable database will contain nationally standardized fields and codes for a large set of data elements found in the electronic rap sheet. While the final structure of this database cannot be defined until there is a better understanding of the attributes of the national rap sheet file, an initial conceptualization of the tables within the relational database is—

1. **Subject Records** with demographic information
2. **Arrest Records** with arresting agency, incident date, arrest date, arrest charge(s), charge attributes (e.g., felony vs. misdemeanor), and law enforcement disposition(s) of arrest
3. **Prosecutor Records** with prosecutor office identifier, charge(s), filing date, prosecutor disposition(s)
4. **Court Records** with court identifier, charge(s), filing date, disposition date, and disposition(s)
5. **Sentence Record** with date of sentence, sentencing charge(s), type of sentence (e.g., probation, jail, prison), and length of sentence

For a single rap sheet, the records will be linked by an identifying number and (when possible) an arrest record will also be linked with its associated prosecution, court, and sentence records through an arrest cycle tracking number.

While the final software product cannot be fully described at this point, key aspects of it are known. This software system will be developed initially to support a specific recidivism study; however, the expectation is that this software system will be used for many subsequent recidivism studies that utilize national rap sheets. The software system must be able to handle new coding options (e.g., new or revised state criminal statutes; novel free hand spellings of offense statutes). Also, BJS must be able to apply the software system on its own to a new set of criminal history records without the assistance of the vendor. Therefore, the underlying software tools must be readily available and likely to be supported into the future, and the process to apply the software system to a new intermediate file must be well-documented.

In summary, the recipient of funds will be expected to provide BJS with—

1. a software system that converts national criminal history records into a research database that supports recidivism research with both original and nationally standardized fields that can be analyzed by standard statistical software packages [e.g., SAS, SPSS, STATA]
2. a software system that is designed to be easily enhanced to handle extracts of national criminal history records with coding options not found in the set of rap sheets used to develop the software
3. a software system that utilizes software tools that are readily available now and into the foreseeable future
4. detailed software documentation that will enable BJS to identify the functions of the various sections of code and modify the code as needed to address unforeseen situations
5. a standardized relational database containing the information stored in the national rap sheets
6. an extract of this database that can be used to study the recidivism of prisoners released from state prison in 2005
7. a system that documents the libraries of recoding rules or crosswalks.

### **Additional guidance**

The successful applicant must be able to guarantee the confidentiality of the data and to guarantee that all human subjects concerns will be addressed.

The recipient shall submit to the BJS Program Manager a quarterly progress report including: (1) all activities performed for the development and implementation of the software system that converts national criminal history records and a standardized database; (2) problems encountered and proposed or enacted solutions; and (3) a statement as to whether the project will be completed within the project period.

A final report providing an overview of the project and a detailed description of the project design, data, and data conversion methods.

At the completion of the project, the recipient will return all data files to BJS, and delete all copies from its system.

### ***BJS Responsibilities***

Before this effort begins, BJS will obtain the national rap sheets for a sample of persons who were released in 2005 from prison in about 25 states. While it is probable that the majority of the rap sheet information for this sample will come from repositories in these states, the likelihood that these individuals will have been arrested and prosecuted in other states is high. Therefore, within the large set of rap sheets there will likely be criminal history information from all states. It is likely that the data used to develop this software system will contain the rap sheets on approximately 60,000 individuals; based on past experience, this number of rap sheets could contain information of approximately one million arrests.

From a data perspective, a single national rap sheet is one long string of alphanumeric characters that when printed can communicate the information found about a person in the various state repositories. In its original form the rap sheet has no pre-defined structure or layout on the page beyond general blocks of text that each contain a number of (what can be considered for this work) data elements.

In preparation for this work, BJS will pre-process (i.e., parse) the raw rap sheets into an intermediate data file that breaks a rap sheet into the record types noted above and also places the important pieces of information into fields that contain the sought-after bits of information. For example, this data file may place the arrest charge on an arrest record within a field that may be 400 characters long; somewhere in this string of text will be the arrest charge with a coding structure that varies across reporting agencies. This information could be presented as a four-digit NCIC offense code, a state criminal statute (pulled from a pre-defined list or typed free hand with all the associated typing errors), a phrase summarizing the statute (pulled from a pre-defined list or typed free hand), a selection from of a local law enforcement information system's dropdown box, or the contents of a free-field text box that captured whatever the arresting officer typed to describe the offense. However, the successful applicant will know that in the intermediate file the arrest charge can be found somewhere within this 400-character field.

The ability to parse the raw rap sheets into an intermediate record structure is based on two aspects on the modern national rap sheet. First, more and more states are transmitting their data with XML tags that identify the contents of the data string that follows. Second, so that the rap sheets are readable when printed, data fields are often preceded in a string of text containing field labels or identifiers. For example, preceding an offense string may be a label string such as "Arrest Charge," "Offense," or "Statute Number." Knowing that the offense coding (in any of its possible coding structure variations) follows either the XML tag or the label string, it is possible to parse the raw rap sheet into this intermediate file that helps locate the data string that supports a final output variable. However, this parsing does little to address the problem of standardizing the contents (with its large number of coding variations) into a national variable with common values. The recoding of state-specific codes into the set of standardized national output codes will be the major task of the successful applicant. While the recipient of funds will likely bring some expertise in the processing of cases through the criminal justice systems and the terms used in these processes, to assist in the task BJS will work with the recipient of funds (when needed) to identify state contacts who can provide insight into state-specific coding structures and their meanings. BJS staff will also work closely with the recipient of funds early in the project to develop of the standardized national variables and values of this output format.

In addition, to aid the recipient of funds, BJS will also provide copies of the computer code used to transform state-specific rap sheet files in past recidivism studies. BJS should also be able to provide the successful applicant with an automated file containing a record for each criminal statute in every state including the statute number, a statute label, and a flag indicating if the offense is a felony or misdemeanor.

Through this cooperative agreement, BJS staff will work closely with the successful applicant throughout all stages of this project. To facilitate this collaboration, the project plan should include bi-weekly telephone meetings with BJS and key project staff to review progress on the project and to identify tasks or problems for BJS staff to address.

In summary, BJS will provide the recipient of funds with—

1. a pre-processed data file containing information from the rap sheets of a sample of persons released from state prisons in 2005
2. a database with state statute codes and labels
3. the computer code used to convert specific variables and codes found on rap sheets used in past recidivism studies.

BJS will work closely with the recipient of funds in the early stages of the project to design the content and structure of the two output files. Throughout the project BJS will work closely with the recipient of funds to monitor and ensure that the work progresses as anticipated and to address any problems or unforeseen obstacles as they arise.

### ***Funding Information***

It is expected that the task will be successfully performed within a 12-month period with work beginning in October 2009. Given plans to use this software system on many BJS projects in the future, BJS may opt to provide additional funds to enhance the system in the future depending on vendor performance and funding availability. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. **Currently, anticipated funds available for this award total \$800,000.**

***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](http://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:

Objective	Performance Measures	Data Grantee Provides
1) To develop a software solution for converting standard criminal history record information into a database that can support recidivism research.	Successfully transform at least 95% of data strings found in the national rap sheets into nationally standardized values.	Total number of data strings stored in national rap sheets  Number of data strings transformed into national-standardized values.
2) To nationally standardized variables and values information in a relational database which is held in a large set of national rap sheets.	Percent of records converted on time.	Total number of criminal history records to be converted in 12 months.  Number of criminal history records converted in 12 months.

## How to Apply

**Grants Management System Instructions.** Applications must be submitted through OJP’s online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled “External Overview: Locating & Applying for Funding Opportunities.” For additional assistance, call the GMS Helpdesk at 1-888-549-9901 Monday – Friday from 7:00 a.m. to 9:00 p.m. eastern time.

**Note:** OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. 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 extension “.docx.” Please ensure the documents you are submitting 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-2186.

**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 Numbering 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 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, 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](http://www.ccr.gov).

## What an Application Must Include

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

Standard Form 424  
Program Narrative  
Budget 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 program narrative should describe activities as discussed in the Project Specification Information and address the evaluation criteria. The program narrative should contain a detailed timeline of project activities. The narrative should demonstrate that the vendor understands the nature of the tasks to be performed, appreciates the types of problems that are likely to be encountered, has a software development model/plan that addresses these issues, has relevant past experience with such a data conversion task, has the capabilities to comply with requirements linked to handling, storing, and protecting confidential data, and is willing and able to enter into a data transfer agreement with BJS to protect the provided data. Information provided should focus on activities to be conducted during the 12-month period with a more general discussion of the 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](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](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 committed (per year) for proposed staff; identification of proposed key personnel and their qualifications for the significant functions in this project, along with concise descriptions of the duties each will perform under the cooperative agreement; and an identification by name of all key personnel with decision-making authority.
- Privacy Certification.  
The Privacy Certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person, which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable data. A model certificate is located at <http://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 review, accept, and "sign off" on these assurances and certifications electronically through GMS. Please verify that the name, address, phone number, fax number, and e-mail address of the authorizing official on these online forms are correct.

- (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 to perform the work outlined in the scope of work section of this document.

The applicant will be evaluated on the basis of:

### **1. Program Narrative (20%)**

The program narrative should demonstrate that the applicant has a detailed understanding of the scope of problems faced in performing the tasks required by this solicitation, specifically the steps required to recode tens of thousands of unique codes into a set of nationally-standardized variables and values and the problems faced when transforming rap sheet information into a research database.

### **2. Project Design and Implementation (45%)**

This section should explain in detail the approach the applicant will use to develop the extraction and recoding software and the relational database and the 2005 prisoner recidivism file. If possible, the applicant should identify the software tools, programs, and/or languages that will be used, the ancillary information resources that will need to be developed, and the tasks/roles the applicant sees the BJS staff providing to this work. In addition, the application should outline the steps that will be taken to guarantee the work is progressing at the planned pace and the software system will be adaptable to future recidivism studies conducted by BJS.

### **3. Capabilities/Competencies (20%)**

This section should document the applicant's ability to successfully complete the prescribed tasks. This may be done through descriptions of the benefits of the proposed design/work plan, past work, and/or by the relevant skills/experience of proposed program staff.

### **4. Budget (10%)**

The budget should clearly identify how and on what tasks the funds will be expended. The application should include a time/task plan that clearly identifies dates for key milestones, the persons who will be involved in each task, and the amount of time allotted per person per task.

## 5. Impact/Outcomes and Evaluation (5%)

The application should describe how the information needed to support the production of Performance Measures will be collected, summarized and reported.

### **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. BJS 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. BJS may use either internal peer reviewers, external peer reviewers or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is 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 (such as timeliness, proper format, and responsiveness to the scope of the solicitation) 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 BJS, 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](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Funding to Faith-Based Organizations

- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and 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