

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics



National Pretrial Reporting Program (NPRP) 2020 FY 2020 Competitive Grant Solicitation

CFDA #16.734

Grants.gov Solicitation Number: BJS-2020-18472

Solicitation Release Date: April 3, 2020

Application Deadline: 11:59 p.m. eastern time on June 2, 2020

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is seeking applications for funding for the National Pretrial Reporting Program (NPRP) 2020, formerly titled the State Court Processing Statistics (SCPS). This data collection program is a component of the BJS Criminal Justice Statistics Program. The NPRP provides information on the criminal case processing of defendants charged with felony offenses in state criminal courts, with a particular focus on pre-trial release and detention. This program furthers the Department's mission by increasing transparency, collaboration, and reporting of state criminal courts.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

Eligibility (Who may apply):

The following entities are eligible to apply:

- National, regional, state, or local public and private entities, including for-profit and nonprofit organizations (including tribal for-profit and nonprofit organizations)
- Faith-based and community organizations; institutions of higher education (including tribal institutions of higher education)
- Units of local government that support initiatives to improve the functioning of the criminal justice system
- Federally recognized Indian tribal governments (as determined by the Secretary of the Interior)

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

BJS will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

Contact information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours per day, 7 days per week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the BJS contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the How to Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

For assistance with any other requirements of this solicitation, contact BJS by telephone at 202-307-0765 or by email at AskBJS@usdoj.gov. Include “NPRP20” in the subject line.

Deadline details

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time June 2, 2020.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see the “How to Apply (Grants.gov)” section in the [OJP Grant Application Resource Guide](#).

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National Pretrial Reporting Program (NPRP) 2020

CFDA #16.734

A. Program Description

Overview

The National Pretrial Reporting Program (NPRP, formerly titled the State Court Processing Statistics (SCPS)) at the Bureau of Justice Statistics (BJS) compiles information on the case processing of felony defendants in state criminal courts, from case filing to case disposition. State courts, personnel in criminal justice agencies, Federal and state policymakers, researchers, journalists, and the general public use the NPRP. It provides an understanding of how state courts process criminal cases from filing to disposition, with a particular focus on pre-trial release and detention. The 2020 NPRP will expand the NPRP collection, which historically collected data from state courts in 40 of the 75 largest counties, to be more representative of the United States as a whole.

Statutory Authority: Under section 302 of the Omnibus Crime Control and Safe Streets Act (34 U.S.C. § 10132 (c)), BJS is authorized to “make grants to or enter into cooperative agreements or contracts with public agencies, institutions of higher education, private organizations, or private individuals” for purposes of collecting and analyzing criminal justice statistics.

Project-Specific Information

BJS conducted the NPRP biennially from 1988 to 1994 and the SCPS from 1996 to 2006, with a final collection in 2009. The NPRP is the primary source of detailed information on defendants charged with felony offenses in state criminal courts by collecting data on the disposition of their cases. In addition, the NPRP collects contextual information about the defendants, including their criminal histories, their new arrests while on pre-trial release, their failures to appear in court, and any other violations they committed while on release. Some of the key information on cases collected through the NPRP include—

- Demographic characteristics of defendants.
- Charges at arrest, case filing, arraignment, disposition, and sentencing.
- Prior arrests and convictions of defendants.
- Pre-trial release and detention status of defendants, including any changes in that status.
- Failures to appear, violations of terms of release, and re-arrests of defendants while they were on pre-trial release.
- Nature of the disposition of cases.
- Type and length of sentences.

Goals, Objectives, and Deliverables

Note: BJS will hold a teleconference for eligible applicants to ask questions about this solicitation. The teleconference will take place on Wednesday, April 15, 2020, from 2:00 p.m. to 3:00 p.m. EST. The number to dial is 415-655-0003, and the meeting access

code is 612 186 305. For additional information about the planned teleconference, email askbjs@usdoj.gov and include “NPRP20” in the subject line.

Goal: The NPRP seeks to examine the capacity of the 200 largest counties in the United States to provide data on pre-trial releases and detentions and to collect pre-trial data from all or a sample of the counties.

Objective 1: Review previous NPRP and SCPS collections (hereafter referred to as the NPRP) to determine the critical data needs and the criminal justice agencies able to provide the data.

In preparing proposals for this solicitation, applicants are strongly encouraged to review data collection instruments, datasets, and statistical reports from prior [NPRP collections](#) available on the BJS website and the [National Archive of Criminal Justice Data](#) (NACJD) at the University of Michigan website. Applicants should also read the [final report from the NPRP feasibility study](#), though BJS does not necessarily endorse all of the findings from that study. The 2020 NPRP should be consistent with previous collections; however, the critical time frame of interest begins at case filing and ends with disposition of the case.

Applicants should carefully consider which data elements are necessary to describe the period from criminal charge to case disposition, including pre-trial release and any new arrests that occur while the case of interest is pending disposition. The criminal histories and sentencing of defendants may technically be outside the timeframe from case filing to disposition, but should also be considered for collection because these data are contextually important to the filing and disposition of cases. Applicants should also identify the criminal justice agencies that record and maintain the needed data elements. Criminal courts will be the primary source of data on criminal case filings and dispositions but may not have data on defendants who are on pre-trial release. Pre-trial release data may be located in multiple agencies, such as local jails, law enforcement agencies, and pre-trial services agencies. Criminal history records are most likely maintained by law enforcement, prosecutors, or pre-trial services agencies. Sentencing records may be maintained by the courts, sentencing commissions, or correctional institutions. The recipient of funds must consider the critical data needs and determine which agencies must be contacted to collect the critical NPRP data elements in each of the sampled counties.

Objective 2: Assess and determine the availability of the critical data elements for the NPRP collection and identify the best methods and modes for collecting NPRP data.

The NPRP data collection begins with a felony case filing and ends with case disposition. A critical point in that process is the pre-trial release decision. Data regarding the pre-trial release and detention status of defendants are vital to the NPRP. While case filing and disposition are logically stored in court data systems, information about pre-trial release decisions may be stored in varying formats across multiple agencies.

In addition to data being maintained by different criminal justice agencies, some NPRP data elements may be stored in computerized case management systems. Courts, pre-trial services agencies, law enforcement, prosecutors, and local jails may be able to extract certain data elements from their records systems. However, other data elements may not be stored electronically or may not be stored in fields that are easily extractable (e.g., text fields, stored in paper or scanned documents). The recipient of funds, at the direction of

BJS, will assess which data elements are critical to the NPRP collection and whether those elements are easy or difficult to collect and will balance the critical information needs with ease of collection. The recipient of funds shall provide BJS with this information and make recommendations to identify the most effective methods and modes for collecting NPRP data.

Objective 3: Test the capacity of 10 of the largest counties to provide NPRP data in 2015 and 2020, with particular attention to any changes in bail practices or policies during that 5-year period.¹

Many states and counties have made changes in policy regarding bail practices in the past 5 years. BJS would like to pilot-test the NPRP in a small sample of counties to assess the impact of changing bail practices on pre-trial release decisions and outcomes while defendants are on release. Counties should be selected so that half have experienced changes in bail practices and half have not. The pre-test shall include pre-trial release data on felony cases filed in 2015, paying particular attention to pre-trial release, any new arrests during pre-trial release, and any failures to appear during pre-trial release. The pre-test shall include the same data elements for felony cases filed in 2020. The sample of cases will be large enough to measure change from 2015 to 2020 across populations of interest. The result will be a test of the ability of counties to provide data at multiple time points and an assessment of the changes in bail policy on pre-trial release.

Objective 4: Expand the NPRP sampling frame to provide statistics beyond the 75 largest counties.

The statistics produced by the historical sampling plan of the NPRP were not representative of the United States. One of the goals of the 2020 NPRP is to expand the representativeness of the estimates beyond the 75 largest counties. Any sampling plan design should take into account the previous two objectives: determining the agencies that hold the data and identifying the methods and modes for collecting critical and non-critical NPRP data.

The historical NPRP prospectively followed a sample of felony case filings in the month of May for up to 12 months for all cases not involving homicide and 24 months for homicide cases. The recipient of funds is expected to consider different sampling options to generate statistics representative of a broader universe than the 75 largest counties, even if truly national estimates are unobtainable. Moreover, the recipient should consider sampling options, if collecting a full year's worth of data is unfeasible within sampled counties. BJS recommends that applicants examine past sampling procedures for cases filed in the month of May and assess the feasibility of sampling cases from other months to provide more representative statistics for felony case filings and pre-trial release.

Objective 5: Implement the NPRP data collection. Assist BJS in the collection, construction, merging, and analysis of the data files.

With direction from BJS, the recipient of funds will help identify the optimal sampling strategy and then implement the data collection. Data collection may require multiple modes of collection from multiple criminal justice agencies within sampled counties.

¹ The years the data are requested may change, depending on capacity and timing of changes in bail policies.

BJS expects the recipient to provide a minimum of three data files (with documentation): an analysis file with all reported data; an analysis file with any weights or imputation adjustments; and an archive-ready file, stripped of personally identifiable information (PII).

BJS will release the findings of the 2020 NPRP in a written report and will archive the data. The recipient will provide statistical support in the production of this report.

BJS award recipients that serve as data collection agents may need to pass an OJP background check. They may also be required to complete some of their work on the OJP network using OJP-hosted applications. OJP may request copies of the codebase, database, and related documentation for any applications developed using BJS funds. Required documentation includes functional specifications and installation instructions.

BJS realizes that the timeline outlined below is aggressive; however, BJS also understands that there is a significant gap in pre-trial release data. Applicants should review the timeline carefully and propose appropriate staffing for each deliverable.

Deliverables

- 1. Attend a kickoff meeting and develop a final timeline and task plan (Deliverable 1, due within 1 month of award).** BJS will host a kickoff meeting in Washington, D.C., within the first month of the award. Depending on award timing, the meeting may occur in a virtual environment. The meeting allows project staff to meet face-to-face, discuss and review all phases of the work, and finalize a comprehensive timeline, identifying the start and delivery dates of all deliverables. The recipient of funds will deliver the final timeline and task plan within 2 weeks of the kickoff meeting (**Deliverable 2**). This revised timeline serves as the starting point for the cooperative agreement, which may change over the life of the project.
- 2. Data Management Plan (Deliverable 3, due within 2 months of award).** The recipient of funds will develop and maintain a Data Management Plan (DMP) that describes how the data collected under BJS's authority will be handled, processed, maintained, and disposed. The DMP should provide general project information and describe the specific procedures that will be used to handle and process the data during the award period. For projects including information identifiable to a private person, or PII, the DMP should complement the information provided in the Privacy Certificate (28 C.F.R. §22.23) to describe the controls in place to protect data confidentiality.

The DMP should provide, at minimum, information about the following categories:

- a. Project team: List the project team members (including individuals tasked with drafting and overseeing the DMP), identify their roles, and provide their contact information.
- b. Data elements and characteristics: Provide a list of the specific data variables that will be collected, data type (e.g., survey or administrative data), and from what data sources. Identify whether data formats adhere to standard data documentation formats, list associated metadata, as applicable, and specify the standards and data naming conventions used.

- c. Record lifecycle: Describe the physical and technical pathways and requirements for data that are collected or maintained for the project(s), including the data destination(s), transport method(s) from the data provider and to BJS, storage site(s) and method(s), file format(s), file sizes, file categories (e.g., PII and public data), sensitivity categorization(s), file path location(s), backup procedures, and data destruction method(s).
- d. Incident response plan: Describe the procedures the award recipient will follow in the event of a real or suspected breach of data, including PII that are collected or maintained in conjunction with the project.
- e. Data use agreements: As applicable, for each data use agreement that is executed with an external data provider for the project, summarize the terms and requirements that the award recipient will be responsible for fulfilling and describe what steps will be completed to ensure all applicable terms and requirements are complied with (e.g., an IRB approval process, encrypting data in transit and at rest, limiting access to PII, and ensuring the technical and physical security of data, including data access protocols). Where applicable, summarize mitigations for data security, ethical, IP, and privacy issues.
- f. Data archiving: Describe what data elements will be prepared for archiving, how the data will be prepared, and what level of access will be assigned (e.g., as public use files, restricted access, or other).
- g. Staff training: List the specific trainings that project staff are required to complete as a condition of funding and the completion dates.
- h. Resources: Identify and describe the equipment, expertise, and software tools used to complete project activities, including data curation, data exchange, and access between parties.

The recipient of funds should collaborate with the BJS Project Manager to complete the DMP and should submit the DMP to BJS for review and approval no later than **60 days** after the award start date. The award recipient is required to maintain an updated version of its DMP throughout the project period and receive written BJS approval prior to changing the approved plan. The award recipient should submit an updated copy of the DMP for review with its semi-annual progress reports and at any time on BJS's request.

3. **Conduct a data capacity survey of roughly 125 counties, evaluating the ease of collecting the NPRP data elements, and propose modes of data collection.** The 2020 NPRP should evaluate the importance of the data elements that were historically collected in the NPRP. Of critical importance to this collection are pre-trial release and detention data. The recipient of funds should focus on the data surrounding pre-trial release and detention as critical and should consider other contextual data elements that affect pre-trial release and detention (e.g., criminal history records, use of pre-trial risk assessments, use of cash bail, costs of electronic monitoring, and supervised conditional release).

At minimum, the recipient of funds should consider the following:

- a. The initial release decisions for all defendants charged (i.e., for every case filed, there should be an initial release or detention decision).
 - o Any subsequent release decisions as a result of a bail review or hearing.
- b. The possible release decisions available in a county (e.g., release on recognizance, cash bail, percentage bonds, secured and unsecured bonds, property bonds, surety bonds, conditional supervised release, electronic monitoring, and house arrest).
- c. Whether a county prohibits release for certain offenses, offenders, or some combination (e.g., a defendant charged with first degree murder is ineligible for release).
- d. Whether a county requires release for certain offenses, offenders, or some combination (e.g., a non-violent first-time offender).
- e. Any pre-trial risk assessments or bail schedules used in the release determination.
- f. Whether there were any failures to appear, technical violations of release, re-arrests while on pre-trial release, or other revocations of release for defendants and whether defendants were re-incarcerated or re-released as a result.
- g. Whether detained defendants were detained because they could not meet the bond set in the case, because they were ineligible for release, or for another reason.

The data capacity survey shall include all of the 75 largest counties (by population) and a sample of at least 50 counties from the next 125 largest counties. Applicants shall describe how they will handle non-response in the 75 largest counties and propose a sampling strategy that maximizes coverage and response in the next largest 125 counties. The data capacity survey may include multi-county or statewide systems, so one respondent may provide information for more than one of the largest counties.

BJS and the recipient of funds will prepare a generic clearance request to the Office of Management and Budget (OMB) to conduct the data capacity interviews with criminal justice agencies from the sample drawn from the largest 200 counties across the United States regarding the availability of critical NPRP data elements (**Deliverable 3, due within 4 months of award**). The purpose of the data capacity survey includes the ability to provide the information, cost associated with collecting the necessary data elements, and the format of the data provided (e.g., data extracts versus copies of paper files). After contacting justice agencies about the availability of critical data elements, the recipient of funds will propose (1) how to collect the easily extractable critical data from the different agencies, (2) how to collect data that are not easily extracted from the different agencies, (3) the methods and modes of collecting those data from the different agencies, and (4) what identifiers are available from each agency to link the data across agencies. The interviews may be staged, so that the survey of the largest 75 counties is completed prior to the initial data collection, and the survey of 50 sampled counties is delayed until the initial collection from 75 counties is closer to completion.

The recipient of funds will design the modes and methods of data collection as part of this deliverable. The expected deliverable is a written summary of the outreach in the 75 largest counties, an assessment of the data elements (easily extracted critical data, not easily extracted critical data, easily extracted non-critical data, and not easily extracted non-critical data), and how data elements can be linked across agencies for a single case (**Deliverable 4, due within 8 months of award**). The balance of the data capacity survey will need to be completed in time for the recipient of funds to make recommendations on a data collection strategy for the final stage of the data collection (**Deliverable 12**, below).

Based on the results of the data capacity survey of the first 75 counties, the recipient of funds will deliver a summary of the data capacity survey and a sampling plan (**Deliverable 5, due within 10 months of award**) that will produce responses from an estimated 125 total counties, with 10 of the largest targeted in the pilot test. If a county is unable to provide the necessary data, the county should be replaced with a similarly sized county. BJS and the recipient of funds may revise the sampling plan with simultaneous goals of maximizing coverage, maximizing response, and minimizing respondent burden and cost.

- 4. Conduct a pilot test that collects data from 10 of the largest 75 counties.** BJS and the recipient of funds will prepare a memorandum and attachments to request clearance from OMB to first collect the pilot data from ten of the largest counties, then collect the initial data from the remaining most populous counties, and last to collect data from the remaining respondents (as determined by the sampling plan). BJS, with input from the recipient of funds, will determine which counties are selected for the pilot test, initial data collection, and final data collection.

Submission of the PRA clearance request serves as **Deliverable 6, due within 10-12 months of award**. After BJS receives clearance from OMB, the recipient of funds will conduct the pilot data collection and submit bi-weekly updates in an acceptable format. These updates will include overall response rate, increases from the previous report's response rates, timing of non-response follow-up, results of non-response follow-up, data quality problems, data linkage rates, and remaining respondents left to contact. These reports for the pilot phase of the data collection will collectively serve as **Deliverable 7, due bi-weekly starting within 12 months of award**.

The recipient of funds will prepare a pilot report, summarizing the pilot response, outreach, formats of data received, and work necessary to merge the various data into an analysis file. The report should include recommendations for the initial data collection and any changes to the sampling plan for the initial data collection (**Deliverable 8, due within 18 months of award**).

BJS will author a report that describes ten counties before they had changes in bail policies and after they had changes in bail policies. The recipient of funds will deliver, at minimum, two data files with accompanying documentation: (1) a base analysis file with the data prior to changes in bail policy and the data after changes in bail policy for the ten counties; and (2) the base analysis file with weights and imputations for missing data for the ten counties. All data files and documentation will collectively serve as **Deliverable 9, due within 18 months of award**.

Next, the recipient of funds will begin the initial data collection. The recipient of funds will conduct the initial data collection and submit bi-weekly updates in an acceptable format. These updates will include overall response rate, increases from the previous report's response rates, timing of non-response follow-up, results of non-response follow-up, data quality problems, data linkage rates, and remaining respondents left to contact. These reports for the initial phase of the data collection will collectively serve as **Deliverable 10, due within 27 months of award**. The recipient of funds will deliver, at minimum, two data files with accompanying documentation: (1) a base analysis file with linked data from all reporting agencies for the initial 75 counties; and (2) the base analysis file with imputations for missing data and any weights reflecting any sampling necessary in each county among the initial 75 counties. All data files and documentation will collectively serve as **Deliverable 11, due within 27 months of award**.

The recipient of funds will assess the results of the initial data collection in a report describing the level of effort needed in each county, any response problems encountered, and any changes to the final data collection in **Deliverable 12, due within 27 months of award**. The report should include a summary of the various formats of the data submitted in response to the request and any issues with data standardization and merging. The report should also include the information gathered in all of the data capacity surveys and suggest revisions to the final stage of data collection.

- 5. Execute the final data collection.** The historical NPRP collected data from 40 of the largest 75 counties. However, BJS intends to expand the coverage of the 2020 NPRP. The cost of the collection, the need to go to multiple criminal justice agencies to collect the data, and the work to link data in different formats across agencies may preclude the final stage of collection. Some further data collection could be pursued to reach up to 200 total counties; however, this number could be adjusted downward after the initial data collection is complete. Applicants should assume a sample of 50 counties drawn from the remaining 125 largest counties that, when combined with the 75 largest, can be weighted to represent the largest 200 counties. BJS and the recipient of funds will determine how to adjust the sample of remaining counties to manage project funds, availability of data, and coverage and then collect the final data. If BJS determines that further data collection is feasible and cost effective, BJS will supplement the award to cover the final data collection.

If the project is supplemented and the data collection is extended, the recipient of funds will conduct the final data collection and submit bi-weekly updates in an acceptable format. These updates will include the overall response rate, increases from the previous report's response rates, the timing of non-response follow-up, the results of non-response follow-up, data quality problems, data linkage rates, and the remaining respondents left to contact. These reports for the final phase of the data collection will collectively serve as **Deliverable 13, due within 39 months of award**.

The recipient of funds will deliver three data files with accompanying documentation: (1) a base analysis file of all counties (up to 125) with linked data from all reporting agencies; (2) the base analysis file of all counties (up to 125) with imputations for missing data, and if possible, appropriate weights to make the data more representative of the United States; and (3) an archive-ready file of the weighted and imputed data for all counties. All data files and documentation will serve as **Deliverable 14, due within 39 months of award**. BJS will publish a report on its website and publish the data through its archive at NACJD.

BJS and the recipient of funds will determine the appropriate imputation and weights for the data. BJS and the recipient of funds will determine the types of analyses supported by the data, provide standard errors around the estimates, and conduct tests of significance, as needed. BJS is expected to author the final report, while the recipient will provide statistical support in the production of the report. The computations and related analyses will collectively serve as **Deliverable 15, due within 39 months of award**.

- 6. Provide a summary of the entirety of the project.** The recipient of funds will assess the results of the final data collection in a report describing the level of effort needed in each county, any response problems encountered, and any recommendations for future data collection in **Deliverable 16, due within 42 months of award**. The report should describe the various formats of the data submitted in response to the request and any issues with data standardization and merging.

Additional Guidance: Applicants should consider the following:

1. The recipient of funds should expect to have routine contact with the administrative offices of state trial courts, local jails, law enforcement, prosecutors, and pre-trial release agencies.
2. Proposed personnel should have direct experience with such personnel at the county and state levels.
3. The project staff should demonstrate an understanding of collecting and linking administrative data.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

Applicants should note OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section, entitled, "Information Regarding Potential Evaluation of Programs and Activities."

B. Federal Award Information

BJS expects to make an initial award of up to \$2 million for a 42-month period, beginning on or around October 1, 2020. These funds are expected to cover activities and deliverables within the first 27 months. Following the initial obligation, BJS intends to fund the remainder of the project through a continuation award not to exceed \$1 million, depending on the recipient's performance and the availability of federal funds. The total funding for all project tasks is not to

exceed \$3 million. Applicants should plan to respond to invited applications for such continuation awards, and planning should consider the potential funding cycles involved. The budget submitted in response to this solicitation should present costs associated with the initial award of \$2 million for 27 months, with breakdowns by project year and deliverable. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, OJP's strategic priorities, and OJP's assessment of both the management of the award (for example, timeliness and quality of progress reports), and the progress of the work funded under the award.

Maximum number of awards BJS expects to make	1
Estimated maximum dollar amount for each award	\$3,000,000
Period of Performance start date	October 1, 2020
Period of Performance duration	42 months

Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application.

BJS may elect to fund applications submitted under this FY 2020 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Type of Award

BJS expects to make awards under this solicitation as a cooperative agreement, which provides for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements² as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

Information System Security and Privacy Requirements

Award recipients and subrecipients that serve as BJS data collection agents to collect, receive, handle, maintain, transfer, process, store, or disseminate personally identifiable information (PII) (e.g., names, Social Security numbers, last-known addresses, or FBI, state, or Department of Correction (DOC) ID numbers) under BJS's authority in conjunction with the funded activities must maintain the appropriate administrative, physical, and technical safeguards to ensure that information systems are adequately secured and protected against unauthorized disclosure, in accordance with applicable federal laws, regulations, and other authorities.

² The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

Specifically, BJS award recipients and subrecipients are required to, as applicable—

- Follow the [DOJ Cybersecurity and Privacy Rules of Behavior for General Users](#), which pertain to the use, security, and acceptable level of risk for DOJ systems and applications.
- Assess and secure information systems in accordance with the [Federal Information System Modernization Act](#) (FISMA) (P.L. No. 107-347), which appears as Title III of the E-Government Act of 2002 (P.L. No. 107-347).
- Adhere to National Institute of Standards and Technology ([NIST](#)) guidelines to categorize the sensitivity of all data collected or maintained on behalf of BJS.
- Once the system has been categorized, secure data in accordance with the Risk Management Framework specified in [NIST SP 800-37 rev. 1](#).
- Employ adequate controls to ensure data are not comingled with any other data set or product without the express written consent of BJS.
- Reduce the volume of PII collected, used, or retained to the minimum necessary.
- Limit access to identifiable data to only those individuals who must have such access.
- Limit use of identifiable data to only the purposes for which it was approved.
- Notify BJS, within one hour of discovery, of all security incidents that impact a FISMA-defined information system used to support award activities.
- Log all computer-readable data extracts from databases holding sensitive information and ensure that each extract including sensitive data has been erased within 90 days or that its use is still required.
- Ensure all contracts involving the processing and storage of PII comply with DOJ policies on remote access and security incident reporting.
- Complete data security and confidentiality trainings.
- Employ formal sanctions for anyone failing to comply with DOJ policy and procedures, in accordance with applicable laws and regulations.

Further, BJS award recipients that receive funding for projects that involve collecting, acquiring, receiving, or transferring data under BJS's authority are required to develop and maintain a Data Management Plan (DMP) that describes how the data collected or maintained in conjunction with the project(s) will be handled, processed, maintained, and disposed. The DMP should provide general project information and describe the specific procedures that will be used to handle and process the data during the award period. For projects including information identifiable to a private person or personally identifiable information (PII), the DMP should complement the information provided in the Privacy Certificate (28 CFR §22.23) to describe procedures and controls in place to protect data confidentiality

Applicants are advised that OJP may audit the FISMA-defined information systems that are used by award recipients during the performance period, to assess compliance with federal laws and regulations related to data management and security.

To ensure that applicants understand the applicable information system security and privacy requirements, BJS encourages prospective applicants to review the relevant provisions of the BJS Data Protection Guidelines, which summarize the federal statutes, regulations, and other authorities that govern data collected and maintained under BJS's authority. The guidelines are available at https://www.bjs.gov/content/pub/pdf/BJS_Data_Protection_Guidelines.pdf.

Budget Information

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Pre-agreement Costs \(also known as Pre-award Costs\)](#)

[Limitation on Use of Award Funds for Employee Compensation; Waiver](#)

[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)

[Costs Associated with Language Assistance \(if applicable\)](#)

C. Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or matching requirements, see [Section B. Federal Award Information](#).

D. Application and Submission Information

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the “Disclosure of Process Related to Executive Compensation” provisions in the “Application Attachments” section of the OJP Grant Application Resource Guide.

What an Application Should Include

The following application elements MUST be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding: Program Narrative, Budget Detail Worksheet and Budget Narrative, and Appendices.

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements, or that is nonresponsive to the scope of the solicitation.

1. Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

Intergovernmental Review: This solicitation (“funding opportunity”) is **not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”)

2. Project Abstract

Applications should include a high quality project abstract that summarizes the proposed project in 400 or fewer words. Project abstracts should be—

- written for a general public audience
- submitted as a separate attachment with “Project Abstract” as part of its file name
- single-spaced, using a standard 12-point Times New Roman font with 1-inch margins.

As a separate attachment, the project abstract will not count against the page limit for the program narrative.

3. Program Narrative

The program narrative should not exceed 30 double-spaced pages, using a standard 12-point Times New Roman font (preferred), with 1-inch margins. Applicants should include page numbers. These limitations apply to tables and figures included within the narrative. The project abstract, table of contents, and governmental forms do not count toward the 30-page limit.

If the program narrative fails to comply with these length-related restrictions, BJS may negatively consider such noncompliance in peer review and in final award decisions.

The data collected under this award are deliverables to BJS. BJS will use the timely delivery of complete data as an indicator of the performance of the recipient of funds on this award. The following sections should be included as part of the program narrative:

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation’s Performance Measures

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under “Goals, Objectives, and Deliverables” in [Section A. Program Description](#).

Applicants should visit OJP’s performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Performance measures for this solicitation are listed in [Appendix A: Performance Measures Table](#).

The application should demonstrate the applicant’s understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

The award recipient will submit performance measures data to BJS in quarterly progress reports.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the [OJP Grant Application Resource Guide](#).

Please see the [OJP Grant Application Resource Guide for information on the following](#):

4. [Budget Information and Associated Documentation](#)
5. [Indirect Cost Rate Agreement](#)
6. [Tribal Authorizing Resolution](#) (if applicable)
7. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high-risk status\)](#)
8. [Disclosure of Lobbying Activities](#)
9. [Applicant Disclosure of Pending Applications](#)
10. [Applicant Disclosure and Justification – DOJ High Risk Grantees](#)³ (if applicable)
11. [Research and Evaluation Independence and Integrity](#)
12. **Additional Attachments**

Appendices (not counted against the 30-page program narrative limit) include—

- a. Bibliography or references.
- b. Any tools, instruments, tables, charts, or graphs pertaining to the proposed project that are supplemental to such items included in the main body of the narrative.
- c. Curriculum vitae or résumés of the principal investigator and any and all co-principal investigators. In addition, curriculum vitae, résumés, or biographical sketches of individuals (regardless of investigator status) who will be significantly involved in substantive aspects of the proposal (including individuals such as research

³ A “DOJ High Risk Grantee” is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

methodologists or statisticians serving as consultants and experts familiar with gathering data from local and state criminal justice agencies).

- d. List of all proposed project staff members (to the extent known), including those affiliated with the applicant organization or any proposed subrecipient organization(s), any proposed consultant(s) and contractor(s) (whether individuals or organizations). The list should include, for each individual and organization, the name, title (if applicable), employer or other organizational affiliation, and roles and responsibilities proposed for the project.
- e. A detailed proposed project timeline with expected milestones and level of staff effort for each phase of work.
- f. List of any previous and current BJS awards to the applicant organization and investigator(s), including the BJS-assigned award numbers and a brief description of any scholarly products that resulted in whole or in part from work funded under the BJS award(s).
- g. Letters of cooperation/support or administrative agreements from organizations collaborating in the project, such as universities, lawyers, justice agency personnel, or other membership groups.
- h. List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable).
- i. A Privacy Certificate and Human Subjects Protection Certification of Compliance must be completed for each project proposed in an application.
 - **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 information. Applicants must specify in the Privacy Certificate the specific controls used to safeguard directly identifiable information against unauthorized disclosure. All project staff, including information technology personnel, subcontractors, and/or consultants, with access to identifiable data collected in conjunction with the BJS-funded activities are required to sign a Privacy Certificate to affirm their understanding of and agreement to comply with the terms of access and privacy requirements. Award recipients are responsible for maintaining an updated list of individuals with access to identifiable information and for ensuring that new staff who gain access to such information during the project period sign a Privacy Certificate. A model certificate is located at <https://www.bjs.gov/content/pub/pdf/bjsmpc.pdf>.
 - **Human Subjects Protection Certification of Compliance.** BJS requires the funding recipient to submit proper documentation to be used to determine that the research project meets the federal requirements for human subjects protections set forth in 28 CFR Part 46. A model certificate, describing the necessary information to be provided by the funding recipient, is located at www.bjs.gov/content/hscr.cfm.

How to Apply (Grants.gov)

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov:

- 16.734 Special Data Collections and Statistical Studies
- BJS-2020-18472

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

E. Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria:

1. Statement of the Problem (15%)

The application should demonstrate knowledge of the issues surrounding pre-trial release and detention data collections and should describe the challenges of obtaining and linking those data across different criminal justice agencies. Applicants should describe how they will engage with criminal justice agency leaders and promote the utility of the data.

2. Project Design and Implementation (35%)

The project design, particularly the sampling plan and associated methods of data collection, is crucial to the NPRP. Applicants should identify the critical data needs from historical NPRP collections, identify ways to reduce response burden by searching administrative and publicly available data sources, and describe how they plan to link data across agencies. Applicants should consider pilot, initial, and full data collection in this section.

3. Capabilities and Competencies (30%)

The NPRP requires a team of persons with substantial knowledge of courts records, pre-trial release, criminal history records, and the agencies that maintain these records. The team also requires persons knowledgeable about sampling strategies (for records and counties), statistical weighting, and imputation for missing data. The team should also include persons knowledgeable about the different agencies involved in the data collection, their records management systems, and the appropriate modes for data collection from those agencies.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)

The most important deliverables in this solicitation are the deliverables listed in this solicitation. However, the applicant should provide an explanation of how it will meet other performance measures listed in the performance measure table at the end of the solicitation. In particular, the applicant should outline its data security checks, its methods for transferring data securely, and how financial and progress reports will be compiled and submitted, among other performance measures.

5. Budget (15%)

The budget must be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize the cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.⁴

Review Process

BJS reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Director of BJS will make all final award decisions, and may take into account not only peer review ratings and BJS staff recommendations, but also other factors as indicated in this section.

F. Federal Award Administration Information

Please see the [OJP Grant Application Resource Guide for i](#) information on the following:

[Federal Award Notices](#)

⁴ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

Information Technology (IT) Security Clauses

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

H. Other Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Freedom of Information and Privacy Act \(5 U.S.C. 552 and 5 U.S.C. 552a\)](#)

[Provide Feedback to OJP](#)

Appendix A: Performance Measures Table

Objective	Performance Measure(s)	Data Recipient Provides
<p>Develop and administer the NPRP, expanding the sampling frame and capturing criminal case processing from filing to disposition.</p>	<p>Number of deliverables completed on time, as determined by BJS.</p> <p>Number of deliverables that meet expectations, as defined by BJS.</p> <p>Effective management, as measured by whether significant project milestones were achieved, final deadlines were met, and costs remained within approved limits.</p> <p>Number of subject matter experts consulted to validate all project materials.</p> <p>Conduct the data collection.</p>	<p>The recipient of funds should provide timely deliverables that meet the outlined expectations for survey development and testing, and contact materials.</p> <p>Deliverables include but are not limited to—</p> <ul style="list-style-type: none"> a. Project timeline and tasks. b. Evaluation of data elements and availability. c. Sampling plan and modes of data collection. d. Generic OMB clearance to collect information. e. Revised sampling and modes of collection. f. Full Paperwork Reduction Act (PRA) request. g. Data collection. h. Data files and documentation. i. Data analysis. <p>Complete documentation that data files meet BJS expectations for accuracy and completeness and that project tasks have been completed within specified time frame.</p> <p>Quarterly progress reports reflecting activity in each area of the project.</p> <p>Quarterly financial reports ensuring project funds are being used proportionately.</p> <p>Routine weekly meetings with BJS to review project progress.</p> <p>Engage experts to provide subject matter expertise on data availability and how records link between criminal justice agencies.</p>

Objective	Performance Measure(s)	Data Recipient Provides
	<p>Amount of outreach to stakeholders.</p> <p>Achieve 85% response rate or higher.</p>	<p>Conduct the data collection, as approved by BJS.</p> <p>Provide plan for contacting respondents, follow-up plan for outreach to stakeholders, and document outreach conducted.</p> <p>Provide documentation of data processing procedures, data quality tracking and follow-up procedures, and follow-up procedures for unit and item non-response.</p>
<p>Examine trends over time with previously collected data and provide new data.</p>	<p>Analyze and report the data.</p> <p>Number of deliverables completed on time, as determined by BJS.</p> <p>Number of deliverables that meet BJS expectations.</p>	<p>Assist BJS with any data analysis, as determined by BJS.</p> <p>The recipient of funds should provide timely deliverables including but not limited to—</p> <ul style="list-style-type: none"> a. Final project report, summarizing the entirety of the project and recommendations for future iterations of the NPRP. b. Complete final financial report, outlining monies spent and recommendations for future funding. c. Data documentation, including data mapping, subject to review and approval from BJS’s Technology and Data Management Unit, at minimum including an analysis file and documentation and an archive-ready file and documentation.

Appendix B: Application Checklist
National Pretrial Reporting Program (NPRP) 2020

This application checklist has been created as an aid in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov (see [OJP Grant Application Resource Guide](#))
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read [OJP policy and guidance on conference approval, planning, and reporting](#)

After Application Submission, Receive Grants.gov Email Notifications That:

- (1) application has been received,
- (2) application has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

- Contact BJS regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards](#)" in the [OJP Funding Resource Center](#).

Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$3,000,000.

Eligibility Requirement:

See [title](#) page.

What an Application Should Include:

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review nor receive further consideration.

- Program Narrative (see page 16)
 - Budget Detail Worksheet and Narrative (see [OJP Grant Application Resource Guide](#))
 - Appendices (see page 17)
-
- Application for Federal Assistance (SF-424)
(see [OJP Grant Application Resource Guide](#))
 - Project Abstract (see page 16)
 - Indirect Cost Rate Agreement (if applicable)
(see [OJP Grant Application Resource Guide](#))
 - Tribal Authorizing Resolution (if applicable)
(see [OJP Grant Application Resource Guide](#))
 - Financial Management and System of Internal Controls Questionnaire
(see [OJP Grant Application Resource Guide](#))
 - [Disclosure of Lobbying Activities \(SF-LLL\)](#)
(see [OJP Grant Application Resource Guide](#))
 - Applicant Disclosure of Pending Applications
(see [OJP Grant Application Resource Guide](#))
 - Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)
(see [OJP Grant Application Resource Guide](#))
 - Research and Evaluation Independence and Integrity
(see [OJP Grant Application Resource Guide](#))

Additional Attachments

- Request and Justification for Employee Compensation; Waiver (if applicable)
(see [OJP Grant Application Resource Guide](#))