

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



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# Bureau of Justice Statistics Statistical Programs Fiscal Year 1993

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BJS Fiscal and Management Unit

November 1992, NCJ-139373

INSTRUCTIONS

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ACQUISITIONS

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

Steven D. Dillingham, Ph.D., LL.M.  
Director

139373

**U.S. Department of Justice  
National Institute of Justice**

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## INTRODUCTION

The Bureau of Justice Statistics (BJS) is the premier criminal justice statistical agency in the world. As the statistical arm of the 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 operation of justice systems at all levels of government. BJS data are used by the Administration, Congress, the judiciary, State and local governments, criminal justice practitioners, academic and research institutions, the media, and the general public. This year, priority will be given to statistical and informational needs of "Weed and Seed" sites whenever appropriate.

BJS maintains more than two dozen major data collection series and publishes more than 50 reports annually. Core statistical efforts include annual publications regarding criminal victimization, populations housed in prisons and jails or under supervision by parole and probation agencies, Federal criminal case processing and offenders, and persons under sentence of death. Periodic data series are undertaken to provide statistical information on felony convictions, pretrial release practices, the composition and background of correctional populations, and the administration of law enforcement agencies, prosecutors' offices, and correctional facilities. BJS

also publishes special reports on topical criminal justice issues.

To assure widespread distribution and use of its statistical data, BJS maintains the Bureau of Justice Statistics Clearinghouse, the Drugs and Crime Data Center and Clearinghouse, the National Clearinghouse of Criminal Justice Information Systems, and the National Archive of Criminal Justice Data at the University of Michigan. BJS also co-sponsors the National Criminal Justice Reference Service. BJS provides technical and financial assistance to State and local governments to promote the collection and analysis of criminal justice statistics. BJS continues to administer the Attorney General's Criminal History Record Improvement (CHRI) program which provides support to all fifty States, the District of Columbia, and two territories to make systemic improvements in the quality and timeliness of State criminal history record information, with particular emphasis on improving disposition reporting to the State's central repository. Also, BJS is active in various special projects, including the Incident-Based Reporting Utilization Demonstration and the BJS-Princeton University Working Group on Criminal Justice Performance Measures.

BJS is conducting activities that support Operation Weed and Seed. BJS has revised selected data

collection programs to obtain the kinds of information important to major urban anti-crime initiatives and to provide systematic measures of achievement.

Successful initiatives to combat urban crime require detailed understanding of victims, criminal offenders, and surrounding circumstances. BJS statistical series allow in-depth descriptions and analyses of these elements of urban crime. Through the Bureau of Justice Statistics Clearinghouse and the Drugs and Crime Data Center and Clearinghouse, BJS actively disseminates criminal justice statistical data to law enforcement agencies, community groups, social service agencies, and relevant public and private organizations in the Weed and Seed sites. BJS will continue to highlight Operation Weed and Seed at relevant conferences and professional meetings. BJS strongly encourages the State Statistical Analysis Centers to support activities in Operation Weed and Seed sites within their States.

This publication contains:

- (1) application and administrative information relating to application content, required certifications, and financial, civil rights, and audit requirements;
- (2) detailed descriptions of two FY 1993 programs, State Statistical Analysis

Centers and Information Network and Visiting Research Fellowship Program, for which applications may be made; and

- (3) summary descriptions of FY 1993 on-going statistical programs conducted in-house with data collection activities performed by the Bureau of the Census and other non-profit organizations. BJS is not soliciting applications for these continuation programs.

**APPLICATION AND ADMINISTRATIVE  
INFORMATION**



## **OBTAINING AND SUBMITTING APPLICATIONS**

All applicants must submit a completed Application for Federal Assistance (Standard Form 424), including a program narrative, a detailed budget, and budget narrative. All applications must include the information outlined in this section. The Application for Federal Assistance (SF-424) and necessary certificates can be obtained by contacting the Application Coordinator (see page 7 for address and telephone number).

In submitting applications that contain more than one organization, the relationships among the parties must be set forth in the application. As a general rule, organizations that describe their working relationship in the development of products and the delivery of services as primarily cooperative or collaborative in nature will be considered co-applicants. In the event of a co-applicant submission, one co-applicant must be designated as the payee to receive and disburse project funds and be responsible for the supervision and coordination of the activities of the other co-applicant. Under this arrangement, each organization would agree to be jointly and severally responsible for all project co-applicant funds and services. Each co-applicant must sign the SF-424 and indicate acceptance of the

conditions of joint and several responsibility with the other co-applicant.

An original and two copies of the application and certifications are required. Applications must be postmarked as indicated by the individual program due date. Applications and copies must be sent to the following address:

**Application Coordinator  
Bureau of Justice Statistics  
633 Indiana Avenue, NW  
Washington, DC 20531  
Phone: (202) 616-3500**

## APPLICATION CONTENT

In completing Standard Form 424, the following items must be addressed:

### *Organizational Experience*

Applicants must concisely describe their organizational experience and explain how their capabilities enable them to achieve the goals and objectives of the program. This explanation also should contain the applicant's financial capability which includes fiscal controls and accounting procedures used to assure the proper accounting of Federal funds. Applicants who have not previously received Federal funds are asked to submit a copy of the Office of Justice Programs, *Accounting System and Financial Capability Questionnaire* (OJP Form 7120/1). Other applicants also may be requested to submit this form. Where appropriate, applicants must demonstrate their capability to obtain the cooperation and/or resources of State or local governmental entities to implement the program.

### *Proposed Strategy*

There are three elements that must be addressed in formulating a sound strategy. These include:

- A succinct statement of the applicant's understanding of the **goals and objectives** of the program, including a discussion of the potential contribution of this program to the field.
- The proposed **program strategy** for achieving these goals and objectives and their major elements, products, and activities of the programs.
- The proposed **evaluation plan** of the program.

### ***Program Implementation Plan***

Applicants must prepare a plan that outlines the major activities involved in implementing the program and describe how available resources will be allocated.

The plan must include an annotated **organizational chart** depicting the roles and responsibilities of key organizational and/or functional components and a list of key personnel responsible for managing and implementing the major elements of the program.

There must be a **time-task plan** which clearly identifies the major milestones and products, organizational responsibility, and a schedule for the completion of activities and products. Finally, the applicant must concisely describe the interim and final

**products** of the program, and address the purpose, audience, and usefulness to the field of each product.

### ***Program Budget***

Applicants must provide a budget with a detailed justification for all costs, including the basis for computation of these costs. In the case of co-applicants, detailed budgets for each organization's expenses must be submitted. The program budget must be complete, reasonable, and cost-effective in relation to the proposed program.

### ***Qualifications of the Program Staff***

Applicants must fully describe the capabilities and work experience of all key staff members. The relationship of prior work experience to the requirements of the program being undertaken must be clearly demonstrated.

## **REQUIRED CERTIFICATION**

Applications must be accompanied by Office of Justice Programs (OJP) Form 4061/6, *Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements*, which provides for compliance with

certification under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)."

### ***Lobbying***

As required by 31 U.S. Code § 1352, and implemented by 28 CFR Part 69, persons entering into a grant or cooperative agreement over \$100,000, must certify that:

- No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or

attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, *Disclosure of Lobbying Activities*, in accordance with its instructions; and

- The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

### ***Debarment and Suspension***

As required by Executive Order 12549, Debarment and Suspension, and implemented by 28 CFR Part 67, for prospective participants in primary covered transactions, as defined by 28 CFR § 67.510, the applicant certifies that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared

ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

- Have not within a 3-year period preceding this application been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense related to having paid any funds other than Federally appropriated funds to any person for influencing or attempting to influence an officer or employee of any agency, a



Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal grant or cooperative agreement.

### ***Drug-Free Workplace***

This certification is required by the Drug-Free Workplace Act of 1988, 41 U.S.C. § 701 et seq., and implemented by 28 CFR Part 67, Subpart F, which provides that all grantees of Federal funds, other than an individual, shall certify to the granting agency that it will provide a drug-free workplace by:

- Publishing a statement notifying employees that the unlawful manufacturing, distribution, dispensation, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- Establishing a drug-free awareness program to inform employees on:
  - the dangers of drug abuse in the workplace;

- the grantee's policy of maintaining a drug-free workplace;
  - any available drug counseling, rehabilitation, and employee assistance programs; and
  - the penalties that may be imposed upon employees for drug abuse violations.
- Making it a requirement that each employee to be engaged in the performance of such grant be given a copy of the statement of notification prohibiting controlled substances in the workplace.
  - Notifying the employee that as a condition of employment in such grant, the employee will:
    - abide by the terms of the statement; and
    - notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
  - Notifying the granting agency, in writing, within 10 calendar days after receiving

notice of a conviction from an employee or otherwise receiving actual notice of such conviction.

- Imposing a sanction on or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted.
- Making a good faith effort to continue to maintain a drug-free workplace.

The U.S. Office of Management and Budget (OMB), in collaboration with other Federal executive agencies, including the U.S. Department of Justice, has developed regulations to implement the Drug-Free Workplace Act of 1988.

## **REGULATORY AND LEGISLATIVE REQUIREMENTS**

### *Financial and Administrative*

Discretionary grants are governed by the provisions of OMB Circulars applicable to financial assistance. The circulars, with additional information and guidance, are contained in the "Financial and Administrative Guide for Grants," Office of Justice Programs, Guideline

Manual, M7100, available from the Office of Justice Programs. This guideline manual includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records.

### *Civil Rights*

No person in any State shall on the grounds of race, color, religion, national origin, sex, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under or denied employment in connection with any program or activity receiving Federal financial assistance, pursuant to the following statutes and regulations: Section 809 (c), Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. 3789d, and U.S. Department of Justice Nondiscrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; Subtitle A, Title II of the Americans with Disabilities Act of 1990 and U.S. Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39; Title IX of the Education Amendments of 1972; and the Age Discrimination Act of 1975. Upon request, applicants shall maintain such records and submit to BJS or OJP timely, complete, and accurate information regarding their compliance with the foregoing statutory and

regulatory requirements.

In the event a Federal or State court or a Federal or State administrative agency makes a finding of discrimination, after a due process hearing, on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights in the Office of Justice Programs.

### ***Organizational Audits***

In October 1984, Congress passed the Single Audit Act of 1984. On April 12, 1985, the Office of Management and Budget issued Circular A-128, "Audits of State and Local Governments" which establishes regulations to implement the Act. OMB Circular A-128, "Audits of State and Local Governments," outlines the requirements for organizational audits which apply to BJS grantees.

Institutions of higher education, hospitals, and other nonprofit organizations are responsible for providing an audit of their activities not less than every 2 years. The required audits are to be on an organization-wide basis rather than on a grant-by-grant basis.

## **DISCLOSURE OF FEDERAL PARTICIPATION**

In compliance with Section 623 of Public Law 102-141, no amount of an award can be used to finance the acquisition of goods or services (including construction services) for a project unless the recipient:

- (A) specifies in any announcement of the awarding of the contract for the procurement of the goods and services involved (including construction services) the amount of Federal funds that will be used to finance the acquisition; and
- (B) expresses the amount announced pursuant to paragraph (A) as a percentage of the total cost of the planned acquisition.

The above requirements only apply to a procurement for goods or services (including construction services) that has an aggregate value of \$500,000 or more.

## **INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS**

Federal Executive Order 12372, "Intergovernmental Review of Federal Programs," allows States to establish a process for reviewing Federal programs in

the State, to choose which programs they wish to review, to conduct such reviews, and to make their views known to the funding Federal agency through a State "single point of contact." The list of programs which a State may select for review includes BJS State-level statistical programs "for criminal justice statistics development." All SAC programs are within that category.

If the State has established a "single point of contact," and if the State has selected this program to be included in its review process, the applicant must send a copy of its letter or application to the State "single point of contact" at the same time that it is submitted to BJS. The letter or application submitted to BJS must indicate that this has been done. The State must complete its review within 60 days. The review period will begin on the date that the letter or application is officially received by BJS. If BJS does not receive comments from the State's "single point of contact" by the end of the review period, this will be interpreted as a "no comment" response.

If the State has not established a "single point of contact," or if it has not selected the BJS statistics development programs for inclusion in its review process, this must be stated in the letter or application.

**FY 1993 PROGRAMS  
APPLICATION SOLICITATION**



The Bureau of Justice Statistics announces the following two programs for which applications may be made: (1) State Statistical Analysis Centers (SAC) and Information Network; and (2) BJS Visiting Research Fellowship Program. The State Statistical Analysis Center program has a single eligible applicant agency within each State. The State Statistical Analysis Centers are the eligible award recipients. In most cases, the recipient of the BJS Visiting Research Fellowship should hold an advanced degree in statistics or one of the social sciences or related disciplines and/or have relevant and substantial experience in justice-related issues, the application of quantitative research techniques, and report writing. In FY 1993, applications may be made for the following two programs:

### **State-level Statistical Analysis Centers and Information Network**

#### ***Purpose***

Since 1972, this program has provided support to State governments for the establishment and operation of State-level Statistical Analysis Centers to collect, analyze, and report statistics on crime and justice to Federal, State, and local levels of government, and to share State-level information nationally. In 1993, BJS, in conjunction with the

SACs, will continue efforts to: (1) implement a system for sharing State-level justice system information by defining a basic infrastructure that promotes the collection of common criminal justice statistical data among the States; (2) develop a mechanism to share data and information electronically among the States and to access Federal and State data and information; and (3) enhance the capabilities of States in developing policy-relevant statistical information to meet their own needs. The information produced by SACs and their involvement in projects, such as the SAC Information Network, are critical to State and local law enforcement agencies and community organizations in their efforts to combat drugs and crime and useful for Operation Weed and Seed initiatives.

### ***Background***

In the United States, most criminal justice activities take place at State and local levels of government. The systematic collection and analysis of data on these activities enable BJS to comply with its charter to publish and disseminate statistical information on crime and the operation of justice systems, giving emphasis to State and local justice system needs. State and local governments use the data for policy analysis, planning, and conducting their justice system operations and evaluations.

BJS is specifically authorized by statute (42 U.S.C. 3732) to provide assistance in the development of State and local government justice information systems, and directed to give primary emphasis to the problems of State and local justice systems (42 U.S.C. 3731). BJS works in cooperation with the States through a network of SACs. These Centers were established with support from BJS and its predecessor agency, the National Criminal Justice Information and Statistics Service (NCJISS). Currently, there are SACs in 48 States, the District of Columbia, Puerto Rico, and the Northern Marianas Islands.

### *Goals*

- To enhance the capabilities of the States to collect, analyze, and interpret data on justice issues in the States;
- To make maximum use of State statistical organizations and State-level data by BJS;
- To provide a mechanism which supports the collection and sharing of vital justice system data among the States and between the States and the Federal Government; and
- To better serve the information needs of all and provide a core body of knowledge

about the criminal justice practices of each State.

### ***Objectives***

To provide support to the SACs for:

- production of statistical reports on crime, criminal offenders, and the justice system;
- coordination of State-level technical assistance to State and local criminal justice agencies and courts in statistics and related areas;
- development of improved justice statistical and information systems in the State; and
- establishment of a research and statistics data file of basic measures for each State to allow electronic interchange of data and information among other States and BJS.

### ***Program Strategy***

The SAC program is designed to provide financial support, as a supplement to State funding, for SAC activities of mutual benefit, as well as provide technical and financial assistance for the development

of a State SAC data reporting infrastructure and related research and data collection projects (including data collection under the Offender-Based Transaction Statistics (OBTS) program). To ensure that the SAC national program efficiently meets its objectives, recipients of BJS funds must agree to assist in any evaluation efforts associated with this program. Such evaluation activities should not result in any significant or unreasonable costs or burdens to the SACs that would interfere with the performance of this cooperative agreement.

BJS strongly encourages the SACs to support activities being conducted in "Operation Weed and Seed" sites within their States.

### ***Support to Established SACs***

All awards will be made as cooperative agreements. The maximum basic annual amount is \$50,000, although reasonable supplements may be provided to meet new informational and analytical needs (e.g., the collection of "infrastructure" data and other data requested by BJS). Activities in this program include:

- (1) Establishing and maintaining contacts with State criminal justice agencies, the courts, and local governments and their criminal justice agencies;

- (2) Collecting, analyzing, and publishing criminal justice data;
- (3) Assisting criminal justice agencies in defining their needs for specific statistical and other information for the planning, implementation, and evaluation of criminal justice programs;
- (4) Providing technical assistance in the collection, interpretation, utilization, and sharing of statistical information;
- (5) Maintaining contact with BJS to ensure the efficient development and sharing of information with BJS, other States, and various users;
- (6) Advising BJS of the State's needs relative to statistical data;
- (7) Providing data to BJS for national compilations (e.g., "gang-related" data);
- (8) Maintaining a State data reporting infrastructure and conducting related research for projects such as the annual *State Justice Sourcebook of Statistics and Research*; and

- (9) Pursuant to BJS request, providing information on automated data to the Justice Research and Statistics Association (JRSA) or other designated recipients.

Travel funds for this program should be used primarily for such activities within the State as data collection, providing technical assistance and training, liaison with other criminal justice agencies, and conducting statistical analysis. Travel to attend the Bureau of Justice Statistics (BJS)-Justice Research and Statistics Association (JRSA) conference is limited to one person each year, unless specific authorization for additional conference travel is approved by BJS. Because of the limited funds available for each State, the use of program funds for indirect costs is discouraged; all grant funds should be used to achieve the program objectives.

### ***State Data Reporting Infrastructure***

This database includes a variety of information including a profile of State justice operations, organization, and administration; State demographic (non-justice) data; traditional measures of State justice system performance from existing national datasets or other sources; and new, experimental, and dynamic measures of State justice activities. These data are provided primarily by SACs and will include

information from State and local data sources. Each SAC will be requested to maintain and supply such data in an accessible machine-readable form.

Information from this database will be aggregated and published by BJS in an annual State justice data reference volume. Efforts are underway to develop the capability to share these data electronically among the States, to access Federal and State data and information, and to exchange data and information with BJS.

SACs will participate in the maintenance of the analytic database. Expenses are not expected to result in significant costs or burdens to the SACs. SACs may request up to \$5,000 supplementary funding to meet additional and special costs if State-level resources are insufficient.

### ***Submission of Offender-Based Transaction Statistics (OBTS) Data***

SACs now participating in the OBTS program may elect to include in their SAC application a request for reimbursement for up to \$2,000 for each calendar year of data provided to BJS. For a first-time participating State, a limit of 5 years OBTS data (up to \$10,000) may be included in the SAC request. The data submission task should be clearly identified in the



program narrative and the funds should be included in the budget and defined in the budget narrative.

Alternatively, SACs may continue to request funds for this effort using Federal purchase orders as in the past. For further details regarding this program, contact Donald A. Manson, National Information Systems and Fiscal Integrity Program at (202) 616-3491.

### ***Eligibility Requirements***

The SAC must be authorized by State legislation or executive order. The SAC must be a nonpartisan professional organization which serves all branches of the criminal justice system and all levels of government in the State as well as the general public. Objectivity, independence, and visibility should be important considerations in determining its placement in the State government. It is desirable that the SAC not be part of an agency that has line responsibilities in criminal justice programs. If the SAC is located in such an agency, special provisions must be made to ensure the SAC's broad mission, objectivity, independence, and visibility. These provisions must be documented in each application for funding. Examples of such provisions are letters of agreement from agencies that deal with other aspects of criminal justice in the State, or a SAC advisory board that includes policy-level officials of such agencies. The SAC must inform BJS of any substantive changes in these provisions, such as

changes in the advisory board's structure or revisions in the scope of letters of agreement.

The SAC must be staffed by professionals skilled in the statistical treatment of data for policy analysis and familiar with the factors, issues, and processes that are involved in crime and the criminal justice system. Each application must identify the SAC director and other key personnel and must provide brief summaries of their qualifications. However, a duplicate qualification summary need not be provided if it was submitted as part of an earlier application. In the case of vacant positions, job descriptions must be provided. If the SAC directorship becomes vacant after an award is made, the recipient agency must notify BJS, and submit the position description and required qualifications to be used in recruiting a replacement. When a replacement is designated, a resume must be submitted for approval.

State Statistical Analysis Centers are the only entities eligible to apply for funds under this SAC assistance program. General applicants must meet the requirements for a SAC as specified in the current edition of the *Federal Catalog for Domestic Assistance*.

It is anticipated that the work on the "infrastructure" project will be done by the SAC's staff in most cases. However, it is permissible for some or all of the work

to be performed under the SAC's overall direction by other persons or organizations, such as other State agencies, universities, nonprofit research firms, and private consultants. If it is contemplated that work will be performed outside of the SAC and the identity of the persons or organization is known, the application must include the qualifications of those performing the work.

### *Selection Criteria*

In making decisions to award funds in this program, BJS will be sole judge of whether the SAC meets applicable requirements and whether it is operating satisfactorily and conforms to all applicable Federal and State requirements. Final authority on funding decisions is vested in the Director of the Bureau of Justice Statistics. The criteria for review and selection include:

- (1) Organizational integrity and technical competence of the applicant;
- (2) Experience of applicant's personnel in similar work;
- (3) Technical soundness and completeness of the proposed approach;

- (4) Appropriateness of the project schedule and budget; and
- (5) Past record of applicant's performance with previous awards in this program, including quality of work, completeness, and adherence to schedules.

### ***Award Period***

Awards will not be made more frequently than once a year. Generally each award will run for 1 year, but BJS may, with the concurrence of the applicant, make some awards for longer or shorter time periods, usually with pro-rated dollar amounts.

No-cost extensions may be granted by BJS for good cause (for example, under-spending due to an unavoidable staff vacancy). Extensions should be requested in writing at least 30 days in advance of the award's scheduled expiration date; requests that are received later may not be approved. BJS will not approve any extension of more than 1 year beyond the original expiration date of the award.

### ***Award Amount***

The annual award amount for the establishment of a new SAC will depend upon the scope of the SAC's

activities and will not exceed \$150,000. The annual basic funding level for the support of established SACs is \$50,000. Supplemental funding of up to \$5,000 may be available, on a case-by-case basis, to meet special needs related to meeting new data collection and information sharing requirements.

At the option of BJS, continuation funding for a SAC may be awarded either as a supplement to the existing cooperative agreement or as a new cooperative agreement. However, no single cooperative agreement (initial award plus supplements) will be allowed to be active for a total of more than 3 years. After the second supplementary award (or after 3 years have elapsed since the start of the initial award, if occurring sooner), the next award will be made as a new cooperative agreement.

The total amount to be awarded under this program is estimated to be \$2,300,000.

### *Due Date*

Applications should be submitted to BJS at least 90 days before the requested starting date for the first award to a SAC or for continuation funding. For funding in FY 1993, applications should be received by May 31, 1993. If the application is received after May 31st, the award may be deferred until the next fiscal

year, beginning in October.

**Contact:** For further information, contact S.S. Ashton, Jr., National Information Systems and Fiscal Integrity Program at (202) 307-0770.

## **BJS Visiting Research Fellowship Program**

### ***Purpose***

The purpose of the Visiting Research Fellowship Program is to promote criminal justice and justice system related statistical research among the academic and professional justice community to meet the specific needs of the Administration, the Department of Justice, and BJS. Visiting Fellows will participate in a specially designed research project of particular relevance to the national or international justice community. Systems development and statistical research projects that may be conducted by Fellows include those related to Department of Justice and Office of Justice Programs priorities. These priorities may include such topics as: violent and gang-related crime; "Operation Weed and Seed;" and international justice statistics.

## ***Background***

The Fellowship Program offers justice system professionals and researchers an opportunity to have a significant impact on specific BJS projects, as well as a chance to investigate innovative approaches to the analysis and dissemination of BJS data. Fellows learn from and work with BJS staff and may present seminars on the work they conduct.

## ***Goals***

- To provide an opportunity for justice system professionals and researchers to conduct statistical analysis and research on issues of national interest;
- To provide a forum in which justice system professionals and researchers can share statistical methodologies and findings with BJS staff members; and
- To broaden the use and dissemination of BJS data and products throughout the criminal justice community.

## ***Objectives***

- To conduct research activities and practical

studies using justice statistics and data; and

- To produce a final report providing comprehensive information on the topic of study which will be of practical use to interested parties.

### *Program Strategy*

The Visiting Research Fellow will conduct research on justice system topics as previously described. Other possible topics include: the development of criminal justice information exchange systems between States; the development of new measures of criminal justice outcomes and progress; criminal justice information systems improvements; and civil justice reforms.

Fellows are required to produce a final report on an assigned project. This report should include a complete description of research methodology and comprehensive findings from data analysis, as appropriate.

### *Eligibility Requirements*

BJS awards grants to or enters into cooperative agreements with educational institutions, nonprofit organizations, public agencies, individuals, and profit-making organizations that are willing to waive their



fees. In most cases, the recipient will hold an advanced degree in statistics or one of the social sciences or related disciplines and/or have relevant, substantial experience in justice-related issues, the application of quantitative research techniques, and report writing. BJS anticipates that one or two fellows may be funded each year.

### ***Selection Criteria***

BJS fellowships are awarded on the basis of the priorities of the agency, background and experience of the applicant, and availability of funding. The final selection of a BJS fellow and the accompanying research agenda is made by the Director. Selection criteria will be based on such factors as: scope of project, subject matter of research, appropriateness of application, and level of expertise of the applicant.

***Award Period:*** At the discretion of the Director, fellows would serve for approximately 9 - 12 months in residence at the Bureau of Justice Statistics. However, some projects may require a longer period of service and/or involve travel.

***Award Amount:*** The BJS Visiting Fellow stipend is commensurate with an applicant's current salary and benefits. BJS anticipates that \$50,000 will be made available for this program.

***Due Date:*** Applications are due on or before March 31, 1993.

***Contacts:*** For further information, contact Dr. Steven K. Smith, Associate Director at (202) 307-0765.

**FY 1993 CONTINUATION PROGRAMS**

## **FY 1993 STATISTICAL PROGRAMS**

### **The National Crime Victimization Survey**

*Anticipated Funding Level: \$10,746,000*

The National Crime Victimization Survey (NCVS) is the second largest ongoing household survey undertaken by the Federal Government and is the only major national indicator of criminal victimization in American society. BJS is currently implementing Computer-Assisted Telephone Interviewing (CATI) in which the interviewer enters data directly into the computer, resulting in more accurate and timely data. Presently, CATI is used in about 16% of the NCVS sample; at full implementation, it will be used in about 50% of the sample. BJS, in conjunction with the Census Bureau, is initiating efforts to implement Computer-Assisted Personal Interviewing (CAPI) which will allow interviewers to enter data into the computer while conducting personal interviews in the field. Publications expected to be released in FY 1993 using data from the NCVS include: *Criminal Victimization, 1992*; *Crime and the Nation's Households, 1992*; *Criminal Victimization in the U.S., 1991*; and *Trends in Criminal Victimization in the U.S.* NCVS will also analyze and publish reports on the following topics: self-protective measures, elderly victims, police response time, rape and domestic

violence, economic cost of crime, and motor vehicle theft. Data collection activities will be conducted by the Census Bureau through a reimbursable agreement.

### **Incident-Based Reporting System Program**

*Anticipated Funding Level: \$600,000*

In FY 1993, BJS will continue its three-part project designed to document the benefits of national and local incident-based reporting systems to law enforcement agencies. First, BJS analysts are examining National Incident-Based Reporting System (NIBRS) data supplied by the Federal Bureau of Investigation (FBI). Data from Alabama, North Dakota, and South Carolina are being reviewed. Current plans call for an analysis of a violent crime topic to be completed in early 1993. In the second part of this activity, BJS will obtain incident-based crime data from approximately 20 police departments in cities with populations of 250,000 or more, assess their completeness and comparability, and conduct analyses of specific topics related to violent crime. Priority will be given to Operation Weed and Seed sites. The ultimate goal is to produce incident-based reports on critical crime topics. The third part of this project will document the utilization of incident-based data in several selected cities. Also, BJS plans to work with major cities in selected States currently submitting NIBRS data to the FBI to further develop

NIBRS utilization.

**Law Enforcement Management and  
Administrative Statistics**

*Anticipated Funding Level: \$275,000*

The Law Enforcement Management and Administrative Statistics (LEMAS) program provides nationally representative data on law enforcement agencies in the United States. Information gathered includes the number and characteristics of personnel, salary levels, education and training requirements, expenditures, number and types of vehicles, and types of special units. In early FY 1993, planning activities of the 1993 LEMAS survey, including design, testing of additional questions, and sample selection, will be conducted. In July 1993, the survey will be administered to the sample agencies, with data collection, processing, and editing activities to follow. Data collection activities will be conducted by the Census Bureau through a reimbursable agreement.

**Drugs and Crime Data Center and Clearinghouse**

*Anticipated Funding Level: \$300,000*

The Drugs and Crime Data Center and Clearinghouse provides a centralized source of statistical and research

information on drugs and crime. The Drugs and Crime Data Center and Clearinghouse supports two components: (1) data user services; and (2) data analyses and evaluation activities. The Clearinghouse responds to information requests on drugs and crime from the Administration, including the Office of the National Drug Control Policy (ONDCP) in the Executive Office of the President, the Congress, State and local governments, the media, university and academic researchers, the private sector, and the general public. The Data Center component continues its efforts to increase knowledge and awareness about drugs and crime by conducting secondary analyses of existing but underutilized data bases and assessing the quality and utility of existing data surveys and series for public policy formulation. As one of its highest priorities, the Data Center and Clearinghouse will actively disseminate criminal justice statistical data to justice and social service agencies, community organizations, and relevant public and private organizations in Operation Weed and Seed sites. In FY 1993, the Data Center and Clearinghouse will continue its various analytic activities and information products, including: *Drugs and Crime Facts 1992*; *State Drug Resources: 1993 National Directory*; "Fact Sheets;" topical bibliographies; special reports on various aspects of drugs and crime; and assessments of

existing data surveys and series for quality and utility to public policy formulation. This program will be implemented by the current grantee.

### **National Corrections Statistics**

*Anticipated Funding Level: \$2,200,000*

The corrections statistics program consists of a number of separate data collection and analysis efforts designed to obtain detailed information on offenders under correctional care, custody, or control and the agencies and facilities responsible for administering the supervision of offenders. Statistical series obtain information on Federal, State, and local correctional populations including those in confinement, as well as those subject to intermediate sanctions or conditional supervision in the community. The data collected and analyzed under the corrections statistics program will result in numerous publications and press releases during the fiscal year, including *Capital Punishment, 1992*; *Jail Inmates, 1992*; *Prisoners in 1992*; and *Correctional Populations in the United States, 1991*. Data obtained from the 1991 Quinquennial Survey of State Prison Inmates are currently being analyzed with published findings expected by early 1993. Data collection efforts of the first BJS-sponsored nationwide census of probation and parole agencies will be completed with data analyses being conducted throughout the fiscal



year. The census is designed to collect detailed information including agency staffing and expenditures, caseload size and classification, and drug-testing and treatment for offenders under conditional supervision in the community, as well as for staff. BJS will initiate a pilot survey of adults on probation and parole within selected large jurisdictions nationwide. Data collection activities will be conducted by the Census Bureau through a reimbursable agreement.

### **National Judicial Reporting Program**

*Anticipated Funding Level: \$585,000*

The National Judicial Reporting Program is the Nation's sole source of data on characteristics of persons convicted of felonies in State courts nationwide. Data are obtained from a nationally representative sample of 300 counties. Characteristics of these data include age, race, sex, conviction offense, type and length of sentence received, type of conviction, and judicial processing time. In FY 1993, BJS will analyze the 1990 data and publish the findings in several reports, including *Felony Sentences in State Courts, 1990*; *National Judicial Reporting Program, 1990*; and *Trends in Felony Sentencing in State Courts, 1990*. In addition, planning and development activities will commence for the 1992 Survey, to be administered in the summer of 1993. Data collection activities will

be conducted by the Census Bureau through a reimbursable agreement.

### **National Prosecutors Survey Program**

*Anticipated Funding Level: \$10,000*

The National Prosecutors Survey Program provides data on prosecutorial policies and practices including staff size, use of plea bargaining, sentencing guidelines, court organization, capacity, and workload from a nationally-representative sample of 290 chief prosecutors in State court systems. In FY 1993, BJS will prepare data files and analyze the 1992 Survey data. Reports presenting the findings will be prepared, including *National Prosecutors Survey, 1992*. Data collection activities will be conducted by the Census Bureau through a reimbursable agreement.

### **Criminal History Record Improvement Program**

*Anticipated Funding Level: \$1,944,637*

The Attorney General's Criminal History Record Improvement (CHRI) Program is a collaborative intra-agency program managed by BJS and funded by the Bureau of Justice Assistance (BJA). BJS will continue administering this 3-year program, funding the \$1,444,637 balance of the \$27 million, as

recommended by the Attorney General and reported to the Congress. Awards will be granted to those States which submitted applications during FY 1992. The major purposes of the program are: (1) to make systemic improvements in the quality and timeliness of State criminal history records; (2) to identify convicted felons accurately; and (3) to achieve compliance with the BJS-FBI voluntary reporting standards. The Attorney General's decision of November 20, 1989, to improve the Nation's criminal history records has been universally accepted with all 50 States, the District of Columbia, and 2 territories receiving funding under the CHRI program. As specified by Congress, an additional \$500,000 will be dedicated to the development of State-wide criminal history records systems in two States, which have been identified. No further applications are being solicited.

### **State Statistical Analysis Network**

*Anticipated Funding Level: \$2,300,000*

A primary objective and legislative mandate of BJS is to support States and local governments in the accurate and timely collection, aggregation, and analysis of State and local criminal justice data. BJS provides financial and technical assistance to support a national network of State Statistical Analysis Centers (SACs) which are State-level organizations devoted to the

collection, analysis, and dissemination of criminal justice statistical information. BJS, with participation from the SACs, will continue to operate and enhance the "information sharing infrastructure project" which promotes the collection of common justice statistical data among the States. BJS will begin development of a mechanism to share data and information among the States and to access Federal and State data and information electronically. The information produced by SACs and their participation in various projects, such as the "infrastructure project," are critical to State and local law enforcement agencies and community organizations in their efforts to combat drugs and crime and useful for Operation Weed and Seed initiatives. BJS strongly encourages the SACs to support activities being conducted in Operation Weed and Seed sites within their States. This program will be implemented by the current grantees.

### **Statistical Initiatives for Improved Analysis**

*Anticipated Funding Level: \$477,000*

BJS provides support to organizations for special activities of national significance (for example, the Justice Research and Statistics Association, comprised of State Statistical Analysis Centers and their directors). BJS anticipates conducting several ad hoc studies designed to improve statistical methodology,

data analysis, and presentation in such areas as crime, criminal offenders, victims of crime, civil justice, and the justice system. Under this program, BJS maintains an updated listing of various State and local jurisdictions from which numerous survey samples are selected. Additional applications will be solicited in FY 1993 to implement new activities in this continuation program.

### **Offender-Based Transaction Statistics Program**

*Anticipated Funding Level: \$100,000*

The Offender-Based Transaction Statistics (OBTS) program collects and analyzes data, tracing key decisions during the arrest, prosecution, and judicial decision of felony offenders within a State's criminal justice system. The State Statistical Analysis Centers play a key role in the collection of these data. This is an expanding program, with additional States participating in the data collection process as the quality and completeness of their criminal history records permit. In FY 1993, BJS anticipates receiving data on dispositions occurring in 1990. BJS will analyze the 1990 data and begin work on presenting the findings. Data collection and processing will be conducted by the current grantees.

## **Criminal Justice Expenditure and Employment Program**

*Anticipated Funding Level: \$145,000*

BJS will collect, analyze, and publish extract data for the Criminal Justice Expenditure and Employment program which includes statistical data on the cost of operating the Nation's criminal justice systems. BJS will extract data from the Census Bureau's ongoing finance and employment survey series, producing general estimates of national expenditures and employment relating to major criminal justice activities. The last year for which complete and more detailed expenditure and employment data were collected and analyzed was 1990. This served as the basis for calculating variable passthrough data in distributing the formula funds of the Edward Byrne Memorial State and Local Law Enforcement Assistance Program administered by the Bureau of Justice Assistance (BJA). Data collection activities will be conducted by the Census Bureau through a reimbursable agreement.

## **National Criminal Justice Statistical Compilations**

*Anticipated Funding Level: \$360,000*

*The Bureau of Justice Statistics Sourcebook of Criminal Justice Statistics*, an annual publication,

provides statistical data in a single volume on a full range of criminal justice topics, from victimization to corrections. Data are compiled from over 100 different sources including various Federal agencies and private organizations. The BJS Sourcebook is designed to make existing data more readily available to criminal justice practitioners, policymakers, researchers, the media, and others in need of criminal justice statistics. This program is governed by a reimbursable agreement between BJS and the State University of New York (SUNY) at Albany.

### **Federal Justice Statistics Program**

*Anticipated Funding Level: \$850,000*

BJS has developed and maintained a Federal integrated data base which links information from investigative agencies, the Executive Office of U.S. Attorneys, the Administrative Office of the U.S. Courts, and the Bureau of Prisons in order to understand the movement of cases and accused persons or offenders through the Federal criminal process. In addition to the publication of annual reports, such as *Federal Criminal Case Processing, 1980-1991* and *Compendium of Federal Justice Statistics, 1990 and 1991*, activities during FY 1993 will include the analysis and preparation of reports describing Federal sentences and time served with an emphasis on the impact of the increasing

number of cases being handled under the Federal Sentencing Guidelines. Also, a major study of Federal drug offenders will be conducted, resulting in a report of the findings. Emphasis will be placed on the Federal response to white collar offenses and a report will be prepared on that issue. A separate project will study the extent, nature, and success rate for Federal habeas corpus petitions filed by State prisoners. This information will be compared to data describing petitions filed under Section 1983. This program will be implemented by the current grantee.

### **Justice Information Policy Program**

*Anticipated Funding Level: \$425,000*

The justice information policy program supports surveys, studies, conferences, and technical assistance on issues relating to criminal justice records. Primary emphasis has been focused on accuracy and completeness of records, limitations on dissemination, commingling of juvenile and adult records, data auditing techniques, and the interstate exchange of records. During FY 1993, the second 50 State comprehensive survey of criminal history information systems will be conducted and a major report will be prepared describing the technology, policy, and legislative status of criminal history records. A national conference and workshop are planned to



address the format of criminal records. An expanded effort related to linkage of juvenile and adult criminal records may also be undertaken. This program will be implemented by the current grantees.

### **International Statistics Program**

*Anticipated Funding Level: \$25,000*

In its effort to make international criminal justice statistics more accessible within the United States, the International Statistics Program will continue to support a number of activities. Foreign universities and research centers are encouraged to supply data tapes of crime statistics and criminal justice studies conducted in other countries to the Criminal Justice Archive at the University of Michigan. A program which collects annual statistical reports on crime and justice from statistical agencies in other countries will be maintained through the National Criminal Justice Reference Service (NCJRS). NCJRS provides translation of selected reports from non-English-speaking countries and disseminates these to American scholars and researchers. BJS supports the United Nations Criminal Justice Information Network which facilitates easy communication among criminal justice professionals and dissemination of criminal justice information and research findings around the world. BJS will prepare a reference book containing selected information on

criminal justice systems in numerous countries. BJS will assist the Department in providing relevant international statistics. This program will be implemented by the current grantees.

### **Visiting Research Fellowship Program**

*Anticipated Funding Level: \$50,000*

The Visiting Research Fellowship Program promotes criminal justice statistical research among the academic and professional criminal justice community to meet the specific needs of the Department of Justice and BJS. Visiting Fellows participate in a specifically designed research project of particular operational relevance to the national justice system or the international justice system. Systems development and statistical research projects that may be conducted by Fellows include those related to Department and Office of Justice Programs priorities. These priorities may include such topics as: violent and gang-related crime; "Operation Weed and Seed;" criminal justice information systems improvements; and civil justice reforms. The Fellowship Program offers criminal justice researchers an opportunity to have a significant impact on specific BJS projects as well as a chance to examine innovative approaches to the analysis and dissemination of BJS data. Applications will be solicited.

## **Publication and Dissemination Activities**

*Anticipated Funding Level: \$1,925,000*

BJS reports its statistical findings in a variety of publications, including bulletins, special reports, national updates, tomes, user guides, and press releases. BJS sends reports to persons on one or more of 11 subject-oriented mailing lists, updated annually. A variety of mechanisms and institutions are used by BJS to disseminate and promote utilization of data. Reports are distributed by the Bureau of Justice Statistics Clearinghouse, through the National Criminal Justice Reference Service (NCJRS). Both the BJS Clearinghouse and the Drugs and Crime Data Center and Clearinghouse maintain toll-free numbers for public inquiries. The clearinghouses will actively disseminate criminal justice information to justice and social service agencies, community organizations, and other relevant public and private organizations in the Operation Weed and Seed sites. In addition, the University of Michigan's Inter-University Consortium for Political and Social Research is the repository for all BJS public-use data tapes. Finally, BJS supports the National Clearinghouse for Criminal Justice Information Systems (CJIS) which operates an automated index of more than 1,000 criminal justice information systems maintained by State and local governments throughout the Nation. As part of this program, the CJIS Clearinghouse operates an electronic

bulletin board which promotes and facilitates the exchange of information among justice agencies and practitioners. The bulletin board features an electronic mail system, a variety of publications to read on-line or by downloading, and the ability to exchange software between users. This program will be implemented by the current recipients of funds.