



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is pleased to announce that it is seeking applicants for the Arrest-Related Deaths (ARD) Program, 2011-2013. As the principal federal statistical agency in the Department, BJS is responsible for the collection, analysis, publication, and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This program furthers the Department's mission by working in partnership with the justice community to identify the most pressing challenges confronting the justice system. In addition, this program provides information in support of innovative strategies and approaches for dealing with the challenges that arise from arrest-related deaths.

Arrest-Related Deaths (ARD) Program, 2011-2013 Solicitation

Eligibility

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortia with demonstrated organizational and community-based experience working with American Indian and Alaska Native communities, including tribal for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal consortia. However, consistent with OJP fiscal requirements, for-profit organizations are not allowed to make a profit as a result of this award or to charge a management fee for the performance of this award.

Deadline

Registration with Grants.gov is required prior to application submission. (See "How to Apply" page 19.) All applications are due by 11:59 p.m. Eastern time on Monday, June 13, 2011. (See "Deadlines: Registration and Application," page 3).

Contact Information

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

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

For assistance with any other requirement of this solicitation, contact Andrea Burch, BJS Statistician, at 202-307-0765 or by e-mail at askbjs@usdoj.gov. Include "ARD1113" in the subject line.

Grants.gov number assigned to announcement: **2011-BJS-3006**

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Arrest-Related Deaths (ARD) Program, 2011-2013 (CFDA #16.734)

Overview

The Bureau of Justice Statistics (BJS) is seeking proposals for assistance in the development and implementation of the Arrest-Related Deaths (ARD) Program, 2011-2013. In addition, BJS is seeking assistance in the revision of the 2013 ARD survey instrument and refinements in procedures for collecting and analyzing data about arrest-related deaths. BJS anticipates that this 36-month award will begin on October 1, 2011, and will continue until September 30, 2014. The purposes of the ARD program is to (1) collect complete and accurate information on all arrest-related deaths; (2) implement a consistent program in all 50 states and the District of Columbia, and (3) increase efficiency and timeliness of ARD data collection, analysis, and dissemination of findings. From its inception through calendar year 2010, the ARD collection has been managed in-house by BJS staff. With this solicitation, BJS seeks a data collection agent for the deaths that occur during 2011, 2012, and 2013. The correctional component of the DCRP is not included in this solicitation.

For background on the DCRP, see the special topic page on the BJS website at www.bjs.gov/index.cfm?ty=tp&tid=19.

BJS is authorized to issue this solicitation under the Omnibus Crime Control and Safe Streets Act of 1968, Section 302.

Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline to apply for funding under this announcement is 11:59 p.m. Eastern time on Monday, June 13, 2011. Please see the "How to Apply" section on page 19 for more details.

Eligibility

Please refer to the title page for eligibility under this program.

Project-Specific Information

Public concern about the completeness and accuracy of information regarding deaths occurring in prisons and jails or during the process of arrest led to the passage of *The Death in Custody Reporting Act of 2000* (DICRA), Public Law 106-297. As the statistical agency for the Department of Justice, BJS was directed by the Attorney General to implement the data collection aspect of the DICRA legislation. In compliance with the specifications outlined in PL 106-297, BJS began collecting data on all inmate deaths in local jails, state prisons, and juvenile

correctional facilities. In 2003, BJS expanded the Deaths in Custody Reporting Program (DCRP) to include deaths that occur in the process of arrest by state and local law enforcement agencies. This component of the DCRP now operates as the Arrest-Related Deaths Program.

When the DICRA was enacted, only California and Texas had statutes requiring that information on arrest-related deaths be collected and reported at the state level. For the remaining 48 states and the District of Columbia, the ARD program was the first attempt to collect statewide counts of all deaths that occur in the process of arrest.

The original design of the ARD program specified that state-level reporting agents would submit arrest-related deaths data to BJS. In developing the program, BJS contacted multiple offices in each state to determine an appropriate reporting agent and data provider. The attorneys general of California and Texas agreed to complete statewide reports of arrest-related deaths for submission to BJS. In the remaining states, BJS worked with a variety of existing state agencies in order to develop a means of identifying arrest-related deaths and obtain data on the characteristics of those deaths. The most common type of reporting agent is a state criminal justice commission,¹ commonly administered by the governor's office. Other data providers include the state attorneys general, state police departments, state departments of correction, offices of the state medical examiner, state departments of public safety, and state offices of financial management.

The DICRA did not mandate how information on arrest-related deaths should be collected, nor did BJS specify how state agencies should identify cases and obtain data. Consequently, states developed their data collection strategies in relation to their preferences and resources. Although many states report using multiple sources to gather information on arrest-related deaths, state and local law enforcement agencies have been the most common source of data used by the state reporting agents. Law enforcement agencies voluntarily reported arrest-related deaths to 40 state-level data providers. In some cases when the law enforcement agency did not respond to an information request, the state reporting coordinator used media accounts to obtain details about each arrest-related death.

DICRA did not define what constituted "in the process of arrest." BJS worked with both state agencies and the law enforcement community to establish specific criteria for determining which deaths to include in the definition of "arrest-related." Generally speaking, the ARD program's definition of "arrest-related" is more expansive than traditional notions of police "use of lethal force" or "justifiable homicides" in that it also includes deaths in which officers may not be directly involved in the circumstances resulting in the death (e.g., suicide, deaths due to alcohol/drug intoxication, illness, and accidental injury).

With the assistance of the law enforcement and medical communities, BJS created a data collection instrument (CJ-11A) for use by state reporting coordinators. For planning purposes,

¹Almost half of the state reporting agencies that assist BJS in this program are statistical analysis centers supported by BJS. The statistical analysis centers are members of the Justice Research and Statistics Association.

the 2011 CJ-11A should be used as a guide for data collection expectations for the 2011-2013 program. A copy of this data collection instrument can be found on the BJS web page at www.bjs.gov/content/pub/pdf/cj11a_10.pdf.

Existing Program Design

The existing ARD program design has three main components: (1) identification of arrest-related deaths, (2) acquisition of descriptive characteristics surrounding the deaths, and (3) the submission of completed CJ-11 and CJ-11A forms to BJS for data entry, data analysis and the dissemination of program findings. CJ-11 forms capture summary data about the number of eligible cases identified in each state and for which individual CJ-11A forms are attached. The CJ-11A forms are used to capture data about the identity of the deceased and the circumstances of his or her death. In the ARD program, an “arrest-related” death includes all persons in the physical custody or under the physical restraint of law enforcement officers, even if the person was not formally under arrest at the time of death. Deaths reportable to the ARD program include those killed by any use of force by law enforcement officers as well as those whose deaths are not directly related to either police action or inaction, such as deaths attributed to intoxication, suicide, accidental injury, and illness or natural causes. BJS has produced detailed instructions for completing both the CJ-11 and CJ-11A forms. The forms and instructions for 2010 and 2011 can be obtained on the BJS web page at www.bjs.gov/index.cfm?ty=dcdetail&iid=243.

State reporting coordinators use various techniques to identify deaths consistent with the ARD program definitions. Some of these methods include surveying all police departments in the state, surveying all county medical examiners or coroner’s offices in the state, and conducting multi-media searches. Once an arrest-related death is identified, state reporting coordinators use a variety of approaches to obtain the information needed to complete the CJ-11A. Some states phone or email agencies directly. Other states obtain more detailed characteristics of the incidents from primary sources, such as police reports from law enforcement agencies and/or autopsy reports from medical examiners’ or coroners’ offices. State reporting agents also consult media reports when information from primary sources is unavailable.

With the data provided by state reporting coordinators, BJS conducts analyses and releases findings about arrest-related deaths either as a BJS report or web-based tables describing the program’s findings. BJS disseminates the results of the ARD collection in web-based tables that report homicides by law enforcement officers, suicides, and deaths due to alcohol/drug intoxication, illness, accidental injury, and other cases. Results of the 2003-06 collections are available at www.bjs.gov/index.cfm?ty=pbdetail&iid=1226.

The existing program design takes the following into consideration: (1) difficulties in collecting timely data on rare (and often controversial) events from the more than 17,000 state and local law enforcement agencies, (2) difficulties in collecting additional data from independent medical authorities across the county, and (3) limited administrative and programmatic resources to support this effort. Despite these impediments, the ARD program has achieved many of the objectives for generating national statistics on the nature and extent of deaths that occur when law enforcement officers are present or in the process of arrest.

Existing Data Collection Efforts

In December 2009, BJS obtained approval from the U.S. Office of Management and Budget to conduct a data collection for the current program for January 2009 through December 2012. BJS staff has completed data collection efforts for 2007 through 2009 and are now working with the existing state reporting coordinators to complete the data collection for 2010. The following procedures describe the data collection efforts from 2007 through 2010. CJ-11 forms and the associated CJ-11A forms are submitted through the post, fax, and email in about equal proportions. Although states have the option of submitting data quarterly, most prefer to collect data on an ongoing basis, but only submit CJ-11A forms once a year. In addition, a few states submit individual cases as they receive them. Some states do not collect data on an ongoing basis; instead, they wait until the end of year and conduct searches on whatever data sources they are using. The New York City Police Department and the Washington, D.C. Metropolitan Police Department are exceptions. They submit their CJ-11A forms directly to BJS.

Once an arrest-related death is identified, the State Reporting Coordinator (SRC) is responsible for providing the law enforcement agency involved with a CJ-11A form. The SRC may be unable to obtain full reporting from state and local law enforcement agencies. If a law enforcement agency does not provide information about a death, the SRC should submit the incomplete record to BJS (including, at a minimum, the deceased's name, date of death, and the agency involved) and note the agency's refusal to complete further items. In such cases, the SRC should complete any items on the CJ-11A which are available from official source documents.

BJS understands that it may not always be possible to obtain official source documents, such as a police report or death certificate. Information from official source documents may be obtained indirectly through oral communication, press releases from the law enforcement agency or medical office involved, legal proceedings, and other vetted sources of information. Journalistic accounts of the event and death are not considered sources of official information.

Once the CJ-11A forms are submitted to BJS, ARD program staff review them for completeness and consistency. In some instances, when one or more items on the CJ-11A are either blank or seem inconsistent with information provided elsewhere in the report, the staff conducts internet searches in order to clarify the context or the details of the incident. These searches may confirm the data on the CJ-11A, but they may generate additional details that suggest the need to seek clarification from official sources about potentially inconsistent data.

BJS Status Reports

Based on the information submitted on the CJ-11A by the SRC, the ARD program staff generates a status report for that reporting period for the state. The status reports have three purposes: (1) to serve as a receipt listing every name recorded for each state within the calendar year, (2) to indicate the extent to which a reported case is complete or incomplete, and (3) to identify any potentially eligible cases discovered by the ARD program staff that were not initially identified by the SRC.

A case is viewed as “complete” if every question on the CJ-11A form has a response and the responses are internally consistent. If a record is determined to be complete, the status report indicates (1) the name of deceased, (2) the date of death, and (3) that the record is complete and will be recorded in our database as submitted. Sometimes, the submitted CJ-11A forms are incomplete. For example, if the respondent did not provide a response for Item 12, the status report will indicate that (1) Item 12 is not complete, (2) it will provide the question asked in Item 12, and (3) indicate the problem with the item, which in this example would be “No response provided. Please indicate . . .” Records may be marked as incomplete if responses need verification.

The status report also indicates any submitted cases that were excluded from the ARD collection because they were out of scope. The most common reason cases are excluded is because the record has already been included in the jails component of the DCRP. When deaths are reported in both arrest and the jail programs, BJS policy is to include that case in the jail data collection program. The ARD program staff checks every reported arrest-related death to prevent duplicate reporting in the ARD program and the jail component of the DCRP. Less commonly, reported cases are removed from the ARD program because the death does not meet the eligibility criteria of the ARD program.

Typically, status reports are sent to the SRC usually within one month of the receipt of the cases. It usually takes a little longer to send status reports to states with a large number of cases or with a number of more complex cases. An example of a BJS status report is available at www.bjs.gov/content/pub/pdf/ard_status_report.pdf

The length of time it takes to get a response to the status reports varies by states, the complexity of the case, the responsiveness of local law enforcement and medical agencies, and the other work responsibilities of the SRC. After a few months, BJS follows-up on the status report by emailing the SRC. This follow up effort is intensified as the program get close to completing the data collection for a particular year. The responses from the state reporting coordinators typically come back to BJS in text format and not as corrections on a CJ-11A.

Limitations of the Existing ARD Program

Under the 2003-2010 ARD program, the identification of arrest-related deaths and acquisition of pertinent data has not been comprehensive. Several states do not participate in the program. Of the states that do participate, some unknown number of arrest-related deaths goes unrecorded by reporting agents. BJS will release data about deaths that occurred within the 2007-2009 period during 2011.

The current data definitions and instructions do not clearly identify the source of information for each item on the CJ-11A form or stipulate how state data collection agents resolve discrepancies between law enforcement, medical, and media accounts of arrest-related deaths. The current survey instrument does not capture all the information about arrest-related deaths that may be relevant for policy making. Furthermore, the current questions and response codes may not be adequate to capture the complexities of some arrest-related deaths.

Another aspect of this program is the concentration of arrest-related deaths in a small number of large law enforcement agencies. Of the arrest-related deaths reported to BJS during 2003 through 2006, more than half occurred in just 100 law enforcement agencies. This suggests potential efficiencies in a data collection effort that focuses on large law enforcement agencies. Of course, a program that emphasizes data collection from large agencies would also need to address the substantial proportion of arrest-related deaths that occur in the thousands of other state and local law enforcement agencies.

Goals, Objectives, and Deliverables

With this solicitation, BJS has committed financial resources to support consistent and continuous multi-year national data collection. The recipient of funds under this solicitation will serve as a National Data Collection Agent (NDCA) for the ARD program. The NDCA should promote the following BJS goals for the ARD program: (1) develop a national accounting of arrest-related deaths which is uniform, complete, and credible; (2) improve the coverage within each jurisdiction and to all 50 states and the District of Columbia; (3) maintain good working relationships with data providers; (4) improve the validity and reliability of the data; (5) implement efficient data collection mechanisms; and (6) improve the timeliness of the ARD data collection, analysis, and dissemination.

To accomplish these goals, the 2011-2013 ARD programs will build upon the existing ARD program. Applicants must demonstrate a clear understanding of the ARD program and BJS's goals. BJS views the NDCA as a partner in developing improved measures, collection strategies, and analytical efforts. As with other BJS statistical programs, it is essential that this program work collaboratively with other agencies in order to provide useful, objective, and timely statistics. BJS works closely with law enforcement and other agencies to minimize the burden on them caused by our data collection efforts. Participation of SRCs, law enforcement agencies, medical examiners, coroners' offices, or any other state or local agency is voluntary.

The NDCA will assist BJS in developing a more uniform, nationwide collection of statistical information on the prevalence and characteristics of arrest-related deaths. The NDCA will be responsible for assisting BJS on four concurrent tasks: (1) improve data collection for calendar years 2011-2013, (2) refine methods used by BJS and the SRCs for identifying eligible cases and compiling accurate and timely information about those deaths, (3) improve the types of information to be collected on the CJ-11A survey instrument and data collection methods beginning with 2013, and (4) ensure that these ARD data are collected under the Confidential Information Collection and Statistical Efficiency Act (CIPSEA). One of BJS's main objectives with the addition of resources for a NDCA is to improve the efficiency of our efforts so that the data collection will be completed by the end of September for the deaths that occurred during the previous calendar year.

BJS anticipates that the ARD program will identify as many as 850 arrest-related deaths per year during the three-year period covering 2011, 2012, and 2013.

The core of the project described herein is the completion of data collection and analytic tasks

for the 2011 through 2013 versions of the ARD program. As BJS will be making a transition from serving as the current collector to a new agent, there will be a transition phase that incorporates the NDCA into the program efforts in order to promote BJS's goals for the ARD program. As befitting a cooperative agreement, BJS will work collaboratively with the data collection agent to address issues and concerns with regard to survey administration and analysis, working with SRCs, designing studies and tests of new program operations, and implementing changes to the survey instrument.

While this collaboration will continue throughout the life of this project, BJS maintains all final decision-making authority regarding the implementation of the data collection among other tasks, and BJS is ultimately responsible for producing the analytical findings and reports derived from this program. With this project, BJS remains responsible for guiding all aspects of project activities, determining how and when changes in the data collection efforts will be adopted, selecting SRCs, designing tests of alternative data collection efforts, the revisions to the 2013 survey instrument, and the nature and format of BJS data analyses and publications.

The work to be conducted under this project will—

- (1) manage the ongoing activities of the ARD program, which includes initiating, conducting, and completing data collection activities on an annual basis for deaths that occur during 2011, 2012, and 2013.
- (2) assist BJS in the identification and recruitment of new SRCs and, where necessary, serving as the SRC (for up to 5 states).
- (3) track the level of state activities and reporting to BJS on a regular basis the number of eligible deaths identified, the completeness of the reported data, and the extent to which these data have been entered into an automated data file.
- (4) provide BJS at the end of each annual data collection period a data analysis file that includes data on the substantive and processing characteristics of each death record obtained for that year;
- (5) prepare updates to BJS annual statistical tables and conducting analysis of ARD data, as directed by BJS;
- (6) design and implement a brief survey of SRCs to assess their experience in identifying ARD deaths and in obtaining data on the characteristics of those deaths.
- (7) assist BJS in the use of data from existing statistical program that may include cases eligible for ARD program.
- (8) plan for possible enhancements of the ARD program by examining (a) alternative state-specific or nationwide data collection methods and (b) the revision of the CJ-11A ARD survey instrument for use during the 2013 data collection.
- (9) assist BJS in obtaining clearance by the Office of Management and Budget (OMB) for the collection of ARD data for 2013 through 2015 under the confidentiality protections of CIPSEA.

The schedule for the completion of these project deliverables is set out in Table 1 below.

Specifically, the NDCA will:

(1) Manage the ongoing data collection activities of the ARD program. These activities include the following—

- Meet with BJS within two weeks of project start date, and provide BJS with a draft of a detailed timetable for the first year of the project. The BJS program manager will review and comment on the timetable. After BJS comments are incorporated into the timetable, the project activities will be expected to be completed according to the agreed-upon timeframes.
- Report every two weeks by phone or in person to the BJS program manager about the status of the data collection, the design efforts, and other aspects of the program.
- Arrange for a meeting with the ARD program manager at BJS offices for a detailed review of the current operations and progress of the 2011 ARD data collection effort.
- Provide for and obtain an Institutional Review Board review and clearance of the procedures contemplated in this program for the 2011 data collection and for subsequent years under this project. The submission to the IRB should be reviewed by BJS prior to IRB review. The formal documents from the IRB approving this data collection, including any restrictions on data collection or distribution, should be provided to BJS.
- Manage all activities associated with contacting state reporting coordinators, including routine emails, phone calls or mailings related to requesting data, transmission of status reports, and follow-up contacts in an effective, professional, and cost-effective manner. As opportunities arise or as necessary, the collection agent is expected to identify respondents' capabilities and preferences for data submission, use this information to tailor the appropriate approach to each SRC, and minimize the burden upon state reporting coordinators and other participating law enforcement and medical organizations.
- Serve as a representative of BJS to aid and assist the state reporting coordinators and other state and local agencies that participate in the ARD program.
- Adopt and, in consultation with BJS, adapt the data collection procedures used in the current ARD program to obtain data about all 2011 arrest-related deaths by September 30, 2012; all 2012 arrest-related deaths by September 30, 2013; and all 2013 arrest-related deaths by September 30, 2014.
- Notify BJS of any barriers or obstacles arising in the data collection process so that BJS can suggest solutions to assist the NDCA in making appropriate adjustments to the data collection operations and schedule in a timely manner.

- (2) Assist BJS in the identification and recruitment of new SRCs, and, where necessary, serve as the state reporting coordinator (for up to five states). These activities include the following:
- In November 2011 and November 2012, identify which state reporting coordinators are willing to continue to serve for the next calendar year, which current reporting coordinators are no longer willing or able to serve for that year, and which states do not have a current reporting coordinator.
 - As needed, search for alternative statewide law enforcement, medical, or other statewide agencies that may be willing and capable of serving as the ARD state reporting coordinator.
 - Prepare any new SRC (or new staff within an existing SRC agency) with forms, instructions, and other materials needed to operate successfully.
 - Perform the functions of a SRC (for up to five states) with an average of 20 arrest-related deaths per year, until a suitable state reporting coordinator can be established.
- (3) Track the level of state activities and report to BJS on a quarterly basis on the number of eligible deaths reported, the completeness of the reported data, and the extent to which these data have been entered into an automated data file. These activities include the following:
- Maintain records of interactions with each state reporting coordinator.
 - Submit a progress report to BJS describing the status of each state's data collection, the number of cases identified, the number of cases with complete data, and the number of cases entered into an automated database.
- (4) Provide BJS at the end of each annual data collection period a data analysis file that includes data on the substantive and processing characteristics of each death record obtained for that year. These activities include the following:
- Enter reported data from the CJ-11A form into an automated data file with each death as a separate record and in a form that can easily be converted into a fully documented data file for BJS analytical use.
 - Enter appropriate paradata items about the nature of each data record, including but not limited to, the date the case was initially reported to the NDCA, the date the data were considered complete, and whether the death was identified by the NDCA or by the SRC. The NDCA should incorporate additional paradata as appropriate to inform BJS of the nature of this data collection program.
 - Enter all agency names and Originating Agency Identifier (ORI) codes in a manner consistent with BJS standards and which can easily be matched to other BJS surveys of law enforcement agencies.

- Develop consistent variable names and value labels for the data records for all arrest-related deaths from 2011, 2012, and 2013. This should include the creation of a small number of consistent codes for those items on the CJ-11A with open-ended narrative responses.
 - Complete all descriptive information needed for submission of data files to the National Archive of Criminal Justice Data (NACJD) and the identification of both direct identifiers (e.g., names) and indirect identifiers (e.g., birth dates) which may need to be considered by NACJD in determine which variables to include in any public or restricted access data file.
- (5) Prepare updates to BJS annual statistical tables and conduct analysis of ARD data as directed by BJS. These activities include the following:
- Create and share with BJS programs that use the 2011-2013 ARD data to generate drafts of up to 10 statistical tables about arrest-related deaths currently on the BJS web page.
 - Collaborate with BJS on the development of programs that generate drafts of additional tables reporting arrest-related deaths as rates or ratios of law enforcement activity or personnel, other comparable deaths, or other appropriate comparisons.
- (6) Design and implement a brief survey of state reporting coordinators to assess their experience in identifying ARD deaths and in obtaining data on the characteristics of those deaths. These activities include the following:
- Develop, in collaboration with BJS, a list of items about the data collection efforts of state reporting coordinators, including but not limited to their procedures for identifying arrest-related deaths, the sources of information used for the items of the CJ-11A form, and the challenges presented by the scope and substance of the ARD program.
 - Prepare materials to assist BJS in obtaining OMB approval for any such survey or interview effort.
 - Conduct the survey or interviews with SRCs during 2012.
- (7) Assist BJS in the use of data from the existing statistical program that may include cases eligible for the ARD program. These activities include the following:
- Review prior research by BJS and others comparing the data from ARD, the FBI Supplemental Homicide Reporting (SHR), and the National Incident Based Reporting System (NIBRS) programs, as well as the CDCP's National Vital Statistics System (NVSS) and National Violent Death Reporting Program (NVDRP).
 - Analyze data from these systems to suggest appropriate mechanisms for making regular updates to the ARD data collections as supplemental information becomes available.

- Develop a plan of research for using these data files to assess the relative strengths and weaknesses of the current methods for identifying and collecting data about arrest-related deaths. Preliminary finding from this research should be provided to BJS on or before June 30, 2012, so that the results can be included in the BJS design for the 2013 ARD data collection.
- (8) Plan for possible enhancements of the ARD program by examining (a) alternative state-specific or nationwide data collection methods and (b) the revision of the CJ-11A ARD survey instrument for use during the 2013 data collection. These activities include the following:
- Review the issues raised at a BJS-sponsored meeting of national experts on the ARD program held in May 2010. (A summary of this meeting is available at www.bjs.gov/content/pub/pdf/ard_transcript.pdf.)
 - Review the prior research on police use of lethal force as well as research on deaths from suicide, medical problems, or drug intoxication that occur in the presence of law enforcement officers.
 - Review the result of the research conducted in task and BJS's experience operating the ARD program since 2003.
 - Explore the strengths, weaknesses, and feasibility of (a) surveying large law enforcement or medical agencies directly about arrest-related deaths or (b) obtaining copies of official reports from law enforcement or medical agencies from which ARD data can be extracted.
 - Prepare one or more revisions of the CJ-11A survey instrument that address some or all of the substantive and methodological concerns raised about the current survey instrument while being attentive to the value of maintaining some continuity in statistical series such as the ARD program.
- (9) Assist BJS in obtaining clearance by the OMB for the collection of ARD data for 2013 through 2015, utilizing the confidentiality protections afforded under CIPSEA. These activities include the following:
- Prepare complete drafts of materials for BJS to submit to OMB to obtain approval for the 2013 – 2015 ARD data collection that will begin January 1, 2013. The NDCA is responsible for providing materials in time for BJS review and revision as necessary so that the post dates are met.
- The relevant OMB materials can be found at www.reginfo.gov/public/do/PRAViewDocument?ref_nbr=201009-1121-001.
- Confer with BJS about the OMB materials and prepare complete drafts of each set of materials. The following schedule provides the dates that BJS intends to post materials to OMB for obtaining clearance for the 2013-2015 collection cycles that begin January 1, 2013.

60-day notice: Post by May 1, 2012
 30-day notice: Post by July 1, 2012
 Supporting statement: Post by September 15, 2012

Project Period	Table 1: 2011-2013 Arrest-Related Deaths
	Schedule of Deliverables
2011	
October	Revised Project Schedule; IRB Draft Submission
November	Identification of States without SRCs for 2012
December	
2012	
January	IRB clearance for 2012; distribute data collection forms and instructions to SRCs
February	
March	
April	
May	Assistance with OMB materials for 2013-15 ARD program
June	Report on findings from review of ARD and other violent death programs
July	Proposed changes for 2013 ARD program
August	Draft ARD web tables with 2011 data
September	Deliver ARD 2011 fully documented data file
October	Revised project schedule for 2 nd project year
November	Identification of states without SRCs for 2013
December	
2013	
January	IRB clearance for 2013; Distribute data collection forms and instructions to SRCs
February	
March	
April	
May	
June	
July	
August	Draft ARD web tables with 2012 data
September	Deliver ARD 2012 fully documented data file
October	Revised project schedule for 3 rd project year
November	
December	
2014	
January	
February	
March	
April	

May	
June	
July	
August	Draft ARD web tables with 2013 data
September	Deliver ARD 2013 fully documented data file

Meetings and Progress Reports

Formal meetings between the ARD program manager and the NDCA will be scheduled as needed. Such meetings shall take place at a location mutually acceptable to both parties. Conference calls between BJS project principals and the NDCA's project director shall be held at least once per month. The NDCA shall submit quarterly progress reports including (1) all activities performed during the month, (2) problems encountered during the month and proposed or enacted solutions, (3) current status of the data collections, (4) a brief discussion of the expenditure of funds, (5) a statement as to whether problems encountered will affect the planned time frames for completing the data collection as specified in the delivery schedule, and (6) the status of the project relative to the remaining budgeted amount. The BJS Program Manager will maintain a record of the monthly progress reports in Grant Management System (GMS). The grantee will have access to GMS in accordance to OJP requirements. Required financial and progress reports shall be submitted through GMS in accordance with the OJP Financial Guide.

Amount and Length of Awards

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

Funding for this project will be made available under a cooperative agreement. Applicants should submit a project budget covering the three years of the project and separate budgets for each project year. The budget for year 1 should include start-up costs associated with the collection as well as the cost of running the collection once it is established. The overall budget and the project budgets for years 2 and 3 should demonstrate the applicant's abilities to implement efficiencies in design that contain costs in the later project years. Budgets for years 2 and 3 of the project may include reasonable increases for cost-of-living adjustments and changes in scope, where applicable. The budget for data collection for deaths that occur during 2013 should assume a continuation of the current data collection procedures and numbers of arrest-related deaths.

The proposed budget for this 36-month project should not exceed \$750,000. BJS plans to fund the project in annual increments, contingent upon availability of funds and quality of performance.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to

any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2011 salary table for SES employees is available at www.opm.gov/oca/11tables/indexSES.asp.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Director of BJS. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of their application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

Match Requirement

This solicitation does not require a match.

Performance Measures

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

Objective	Performance Measure(s)	Data Grantee Provides
1) Improve timeliness and accuracy in data collection for the 2011-2013 ARD programs.	Percentage of project milestones and project deadlines met. Provide an electronic data file that is complete, accurate and up-to-date.	Regular accurate and timely progress reports on the nature and extent of ARD data collections in every state. Analytical database of records for all arrest-related deaths for each state and the District of Columbia for each

		<p>data collection year.</p> <p>An accurate and systematic analysis of the nature and extent of missing data on all arrest-related deaths for each data collection year.</p> <p>Achieve an item response rate of 100% for the names of the deceased, the law enforcement agency, and the date of death.</p> <p>Achieve an item response-rate of 90% for the manner and cause of death.</p>
2) Improve coverage of 2011-2013 ARD program information for each jurisdiction and to all 50 states and the District of Columbia.	<p>Provide response rate.</p> <p>Provide Participation Rate</p>	<p>Number of ARD program jurisdictions submitting the CJ-11A Form.</p> <p>Number of jurisdictions participating in the ARD program.</p> <p>Number of jurisdictions eligible for participation in the ARD program.</p>
3) Assess current program design and propose improvements for 2013 data collection.	<p>Provide a comprehensive report.</p> <p>Develop survey design and collection plan that is feasible and comprehensive.</p>	<p>Provide a technical report analyzing the relative strengths, weaknesses, and feasibility of the ARD program and alternative violent death reporting plans by June 30, 2012.</p> <p>Provide a plan for the design of the 2013 ARD program by June 30, 2012.</p>
4) Maintain accurate and fully-documented data analysis files for each year of ARD data collection.	Percentage of records in the database that are complete and accurate.	<p>Number of records in the database.</p> <p>Number of records in the database that are completed and accurate.</p> <p>Complete data files at the end of each annual data collections that are fully documented for BJS use and for submission to NACJD.</p>

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Please refer to the section “What an Application Should Include” (page 21) for additional information.

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

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

Notice of New Post-Award Reporting Requirements

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

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

How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.grants.gov. If the applicant experience technical difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **800-518-4726**, 24 hours, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline specified.

All applicants are required to complete the following steps.

1. **Acquire a Data Universal Numbering System (DUNS) number.** A DUNS number is required for Grants.gov registration. In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866-705-5711 or by applying online at www.dnb.com. Individuals are exempt from this requirement.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization’s DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Please note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is CFD#16.734, titled "Special Data Collections and Statistical Studies," and the funding opportunity number is 2011-BJS-3006.
6. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Experiencing Unforeseen Grants.gov Technical Issues

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact BJS staff **within 24 hours after the deadline** and request approval to submit its application. At that time, BJS staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with Grants.gov are posted on the OJP funding web pages at www.ojp.gov/funding/solicitations.htm.

What an Application Should Include

This section describes what an application should include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications unresponsive to the scope of the solicitation or that do not include a program narrative, and budget detail worksheet including a budget narrative, key staff information, privacy certificate, and human subjects protection certificate of compliance will neither proceed to peer review nor receive further consideration.

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

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

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

2. Program Narrative

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

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

Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to BJS as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.

3. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

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

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

b. Budget Narrative

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

4. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.gov/financialguide/part3/part3chap17.htm.

5. Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to

apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at minimum, the applicant should submit an unsigned, draft tribal resolution as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the signed tribal resolution.

6. Additional Attachments

Key staff information

This should include a staff loading chart, by task, showing the role and number of hours committed for proposed staff; identification of proposed key personnel and their qualifications for the significant functions in this project, along with concise descriptions of the duties each will perform under the cooperative agreement; and an identification by name of all key personnel with decision-making authority.

Privacy Certification

The Privacy Certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable data. A model certificate is located at 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, can be accessed at www.bjs.gov/content/hscr.cfm.

7. Other Standard Forms

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

- a. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required to be submitted in GMS prior to the receipt of any award funds)
- b. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- c. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded)
- d. [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds)

Selection Criteria

Applicants to become the NDCA for the ARD program will be assessed according to the following weighted criteria. A successful applicant should demonstrate the following:

1. Problem Statement and Understanding of the Program (20%)

Applicants must demonstrate a clear understanding of the ARD program goals of (a) developing a national accounting of arrest-related deaths which is uniform, complete, and credible, (b) improving the coverage within each jurisdiction and to all 50 states and the District of Columbia, (c) maintaining good working relationships with data providers, (d) improving the validity and reliability of the data, (e) implementing efficient data collection mechanisms, and (f) improving the timeliness of the ARD data collection, analysis, and dissemination.

Applicants should—

1. Assess the strengths and weaknesses of the current program design.
2. Identify challenges associated with identifying arrest-related deaths and compiling information from valid sources regarding the circumstances related to the death.
3. Where appropriate, propose modifications to the current program design and indicate the extent to which these changes address the challenges associated with the ARD program.

2. Project Design and Implementation (20%)

Applicants must demonstrate the ability to design and implement a high-quality program.

Applicants should—

1. Articulate procedures for maintaining and exceeding current ARD program standards and for sustaining data collection efforts.
2. Identify innovative methods for improving program standardization, data collection strategies, measures, and data quality.
3. Indicate how proposed enhancements to the ARD program will be accomplished in a cost-effective and timely manner.

3. Capabilities/Competencies (30%)

Applicants must demonstrate the appropriate organizational and staff capabilities and experience to conduct the tasks outlined in the Scope of Work.

Applicants should—

1. Present the qualifications, demonstrated ability, and experience of staff (including consultants and subcontractors) proposed to either manage and conduct the day-to-day operations of the program using currently accepted survey research methods to (a) collect sensitive data from state-level agencies, (b) maintain a secure system to obtain, store, and transmit confidential data (c) identify inconsistencies in submitted data, (d) code, clean, and verify data, (e) provide files that exhibit a high degree of accuracy, (f) conduct analysis of data, (g) produce public use datasets and documentation, and (h) design survey instruments.
2. Demonstrate proposed staff's knowledge of (a) the law enforcement community, (b) issues related to police use of force, and (c) deaths that occur in the presence or as a result of the behavior of law enforcement officers.
3. Demonstrate proposed staff's ability to (a) identify arrest-related deaths and capacity to operate as the data collection agent for specified states, (b) achieve high response rates, and (c) create and maintain an efficient and competent system for tracking, monitoring, and documenting responses and follow-up procedures.
4. Demonstrate successful past performance of the proposed staff and prudent fiscal management in similar projects and articulate why the proposed staff (including any consultants and subcontractors) and the proposed organizational approach will provide sound internal controls for this project.
5. Describe projects of similar scope and substance managed by the applicant (or proposed staff) within the past five years, including the extent to which and the reasons why those projects were or were not completed on schedule and within budget.

4. Budget (20%)

Applicants must demonstrate awareness of method to use budgetary resources efficiently and effectively and demonstrate appropriate internal controls over these resources.

Applicants should—

1. Develop budgets appropriate for the level of effort outlined in the project plans.

2. Determine appropriate and efficient assignment of staff to tasks, detail staff resources, and other costs by the nine project tasks listed under the Scope of Work, and explain the rationale for the amount of resources and specific personnel dedicated to these tasks.
3. Identify methods to minimize or reduce operational costs of the program while maintaining high-quality standards.
4. Specify managerial controls to ensure that resources are managed effectively and in compliance with federal regulations.
5. In order to assess whether the resources needed to complete this project are included in the applicant's budget, specify the resources—accounting, computers, office space, internet services, telephones, etc.) that will be available to this project that are not covered by the applicant's direct costs (i.e., are included in the resources provided through indirect costs).

5. Impact/Outcomes and Evaluation (10%)

Applicants must demonstrate an understanding of the importance of program evaluation and demonstrate how their efforts will enhance the efficiency, quality, and timeliness of the data collection and analysis. Program evaluations should be conducted at the end of each project year.

Applicants should—

1. Specify how their efforts to improve (a) the standardization of the ARD program, (b) the program coverage, with respect to participation both within and across states, (c) the data collection strategies, (d) the data quality, and (e) the efficiency of the program will be measured and how these measures will be reported to BJS.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. Bureau of Justice Statistics reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. BJS may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

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

All final award decisions will be made by the Director of the Bureau of Justice Statistics who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.gov/funding/other_requirements.htm

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding

- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

Application Check List

Arrest-Related Deaths (ARD) Program, 2011-2013

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

Eligibility Requirement: Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortia with demonstrated organizational and community-based experience working with American Indian and Alaska Native communities, including tribal for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal consortia. However, consistent with OJP fiscal requirements, for-profit organizations are not allowed to make a profit as a result of this award or to charge a management fee for the performance of this award.

_____ The federal amount requested is within the allowable limit(s) of \$750,000 for the entire 36 months period.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 21)
- _____ Program Narrative (see page 21)
- _____ Budget Detail Worksheet (see page 22)
- _____ Budget Narrative (see page 22)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 22)
- _____ Tribal Authorizing Resolution (if applicable) (see page 22)
- _____ Additional Attachments (see page 23)
 - _____ Key Staff Information
 - _____ Privacy Certificate
 - _____ Human Subjects Protection Certification of Compliance
- _____ Other Standard Forms as applicable (see page 23), including:
 - _____ Disclosure of Lobbying Activities (if applicable)
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)