



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is pleased to announce that it is seeking applications for funding to obtain a collection agent through a cooperative agreement to administer its 2012 Census of State and Local Law Enforcement Agencies (CSLEA2012). This program furthers the Department's mission by supporting the collection, analysis, and dissemination of statistical information that describe the characteristics, personnel, and functions of state and local law enforcement agencies. This data collection program furthers the Department's mission by working in partnership with the justice community to identify the most pressing challenges confronting the justice system and to provide information in support of innovative strategies and approaches for dealing with these challenges.

2012 Census of State and Local Law Enforcement Agencies

Eligibility

Eligible 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. For-profit organizations must agree to forgo any profit or management fee.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 14.) All applications are due by 11:59 p.m. eastern time on July 16, 2012. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or via e-mail to 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 requirements of this solicitation, contact Andrea Burch, BJS Statistician, at 202-307-0765 or by e-mail at askbjs@usdoj.gov. Include "CSLEA2012" in the subject line.

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2012 Census of State and Local Law Enforcement Agencies (CFDA #16.734)

Overview

The Bureau of Justice Statistics (BJS) seeks to establish a cooperative agreement with a collection agent to administer the 2012 Census of State and Local Law Enforcement Agencies (CSLLEA2012). The main activities under this award include researching, developing, and maintaining a national roster (i.e., complete enumeration) of all publically funded law enforcement agencies and conducting data collection. The information collected through this census will support a sampling framework to conduct other BJS law enforcement programs as well as surveys conducted by law enforcement organizations and the research community.

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

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on July 16, 2012. See the "How to Apply" section on page 14 for details.

Eligibility

Refer to the title page for eligibility under this program.

Project-Specific Information

The Census of State and Local Law Enforcement Agencies (CSLLEA) generates an enumeration of all publically funded law enforcement agencies operating in the United States. For the purposes of the CSLLEA, a "law enforcement agency" is a publically-funded government entity responsible for enforcing laws, maintaining public order, and promoting public safety. To be within scope of the CSLLEA, a law enforcement agency must employ the equivalent of one full-time sworn personnel with general arrest powers.

The CSLLEA has been conducted regularly since 1992 and has provided complete personnel counts for the approximately 18,000 law enforcement agencies operating nationally. The CSLLEA2012 will be the sixth wave of data in this statistical series and will provide valuable information on trends in law enforcement employment in the United States.

Historically, the CSLLEA has collected information about local police departments, sheriffs' offices, state law enforcement agencies, and special jurisdiction agencies. Local police departments include municipal, county, tribal, and regional police that are granted authority from the local governing body that created it. Sheriffs' offices are generally empowered by the state

to enforce laws at the county level. Special jurisdiction police are responsible for providing police services in areas within another jurisdiction. These types of agencies are usually full-service departments granted law enforcement authority in parks, transportation assets (e.g., airports, subways), housing authorities, schools, hospitals, and government buildings.

The CSLLEA2012 will expand the scope of the program to include law enforcement agencies with federal jurisdiction. A federal law enforcement agency is an organizational unit, or subunit, of the federal government with the principal functions of prevention, detection, and investigation of crime and the apprehension of alleged offenders. Examples of federal law enforcement agencies include the Federal Bureau of Investigation (FBI), the Secret Service, and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF). BJS estimates the inclusion of federal agencies in the CSLLEA2012 will result in the addition of 75 agencies.

A respondent list and CSLLEA2012 data collection instrument will be provided by BJS. BJS will provide the frame used to conduct the 2008 Census of State and Local Law Enforcement Agencies (CSLLEA2008) as a starting point for creating the CSLLEA2012 universe. Applicants should plan for a 3-page instrument to be sent to approximately 20,000 law enforcement agencies.¹ The CSLLEA2012 instrument will enhance previous versions of the instrument by including geographic and governmental identification items. In preparing for this solicitation, applicants are strongly encouraged to review the data collection instruments and statistical reports from the CSLLEA program, available on the BJS website at: www.bjs.gov/index.cfm?ty=dcdetail&iid=249.

Goals, Objectives, and Deliverables

The primary goals of the CSLLEA are to (1) develop a national roster of active publically funded law enforcement agencies, and (2) generate accurate and reliable national statistics describing the characteristics and functions of these agencies that employ the equivalent of one full-time sworn personnel.

The purpose of the national law enforcement roster is to ensure an accurate sampling frame for all BJS law enforcement programs, including the Survey of General Purpose Law Enforcement Agencies [formally known as the Law Enforcement Management and Administrative Statistics (LEMAS) survey]. This survey samples roughly 3,000 state and local agencies and provides national estimates on law enforcement personnel, expenditures and pay, operations, equipment, policies and procedures. In addition, the roster generated from the CSLLEA2012 will be used to update information in BJS's Law Enforcement Agency Identifiers Crosswalk (Crosswalk). The Crosswalk is designed to link other data resources by providing information on or about each law enforcement agency included in either the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program or the CSLLEA.

To ensure an accurate universe for the CSLLEA2012, the recipient of funds is expected to begin with the CSLLEA2008 roster and verify that agencies listed on that roster are currently within scope of the project. Then, moving beyond the CSLLEA2008 roster, the recipient of funds is expected to identify and review other sources of information (e.g., commercial databases and directories; membership lists of law enforcement associations; and state and local government publications and websites) to generate an exhaustive list of currently existing, publically funded

¹ It is likely the 3-page questionnaire will be comprised of a set of core questions to be asked of all agencies and a smaller set of items that will differ for federal, special purpose, and other law enforcement agencies.

law enforcement agencies. Specifically, the recipient of funds should review organizational lists, such as (1) the FBI's list of agencies reporting to the Uniform Crime Reports (UCR), (2) the Community Oriented Policing Services (COPS) Office list of agencies receiving awards, (3) the National Public Safety Information Bureau's list of agencies in the National Directory of Law Enforcement Administrators, (4) each state's Commission on Peace Officer Standards and Training (POST) list of law enforcement agencies, (5) state associations of sheriffs' and police chiefs lists of current agencies, and (6) the agencies included in the 2011 Survey of Campus Law Enforcement Agencies.

The administration of the CSLLEA2012 will produce national statistics about the number of publically funded law enforcement agencies, the number of sworn and nonsworn personnel, and the range of functions performed by those agencies during reference year 2013. These data will be used to produce multi-year trends regarding characteristics of federal, state, local, and special purpose law enforcement agencies. Data collection activities include extensive follow-up, data verification, data entry, and delivery of a final data set and documentation.

The primary deliverables for this award include (1) production of a roster containing a complete enumeration of all publically funded law enforcement agencies operating during reference year 2013, (2) documentation of eligible agencies refusing participation and those deemed outside the scope of the program, (3) completion of data collection activities with a response rate of at least 99%, (4) a fully documented dataset, (5) analytical files developed to prepare and test the data, and (6) an organized set of paradata that can document dates of receipt and activities used to collect data and complete the data submissions.

Scope of Work

The work to be conducted under this project includes:

1. Managing the ongoing activities of the CSLLEA2012 collection, which includes initiating, conducting, and completing data collection activities.
 - Develop a detailed timetable for each task of the project, as identified in this description of the scope of work. For project planning purposes, use the following dates for key milestones. Assume an October 1, 2012 project start date and assume a 24-month project period. Prepare and submit to BJS by December 31, 2012 the materials BJS will need from the successful applicant to prepare the memo to the Office of Management and Budget (OMB) to seek approval to conduct CSLLEA2012. Develop a complete roster of respondents no later than March 31, 2013. Field the CSLLEA2012 no later than July 1, 2013. Complete data collection within 9-months of fielding the CSLLEA2012 (i.e., by March 31, 2014). Provide BJS with a final analytic dataset within two months of completing data collection.
 - BJS expects to meet with key members of the project team within 2-weeks of the receipt of the award to discuss the details of the project and review a draft time/task plan for the work that details project tasks, project task dates, deliverables, deliverable dates, and staff levels of effort on each task and deliverable. Within one week of that meeting, the recipient of funds should submit a final project time/task plan to BJS for its review and comment. The BJS project manager (PM) will review the schedule and provide comments within a week.

After the BJS comments are incorporated into the time/task plan, the project activities will be expected to be completed according to the agreed on timeframes.

- Manage and deliver all activities associated with contacting respondents, including routine mailings related to requesting data, follow-up contacts with non-respondents, and follow-up contacts to correct data errors in a cost-effective manner. The recipient of funds will transmit surveys to respondents and provide extensive follow-up to respondents that require assistance, clarification, or encouragement to complete the survey instrument. This may involve multiple follow-up telephone calls, re-mailing or re-faxing surveys, and e-mail correspondence. While the primary data collection method should be electronic, applicants should present a multi-method approach to include Internet-based, fax, and mail methods of disseminating the survey instrument. The applicant should consider the feasibility of using some of the resources of this award to incorporate the expertise of national and state law enforcement professional organizations in efforts to encourage law enforcement agencies to respond to this survey in a prompt manner.
 - Survey implementation methods should include pre-notification efforts to verify that the person(s) identified as a suitable respondent during the screening process is still the correct contact person to complete the CSLLEA2012, notify respondents about the survey, and describe its scope and purposes.
2. Assisting BJS in obtaining clearance from OMB for the collection of CSLLEA2012. These activities include (1) preparing presentation versions of the draft instrument; (2) field testing the questionnaire with no more than nine law enforcement agencies; (3) providing a summary of the findings from the field test and helping BJS modify the questionnaire where indicated; (4) preparing a final presentation version of the questionnaire; and (5) preparing a detailed description of the processes the applicant will use to create the universe list and solicit responses to obtain at least a 99% response rate. This work should be completed by the third month of the project period (i.e., December 31, 2012).
3. Developing a universe of respondents to the CSLLEA2012:
- On the start of the award, the recipient of funds should immediately begin compiling a universe file (frame) of law enforcement agencies. While modifications can be made throughout the duration of the project, applicants should plan to have a complete frame delivered to BJS within 6-months of the project start date (i.e., March 31, 2013).
 - A comprehensive roster should be developed using (along with other resources) agencies included in the CSLLEA2008 and the 2008 Census of Federal Law Enforcement Agencies. Efforts should be made to identify new agencies and agencies that are either no longer in existence or have consolidated with other agencies.
 - The roster initially developed in this task will be used to screen agencies to determine whether they are in scope (that is, meet BJS's definition of a law

enforcement agency). After screening and conducting the CSLLEA2012, the recipient of funds will revise the roster of agencies, classifying those that fall out of scope as such. See task 4 for specific details pertaining to the screening process, including the information BJS wants included in the universe file for each record.

4. Screening the CSLLEA2012 roster to identify agencies that are within the scope of the CSLLEA2012:
 - Develop and implement methods to screen and assess agencies on the roster developed in task 3 to determine whether those agencies fall within the scope of the CSLLEA2012. Screening activities determining eligibility for receiving the CSLLEA2012 should be completed prior to fielding the survey. However, if eligibility issues arise during the collection period, steps should be taken to verify if the agencies fall in or out of scope, and then the recipient of funds should take the appropriate action to either include or exclude the agency for the respondent list.
 - During the screening process, the recipient of funds should develop methodologies to identify the most suitable respondents to the CSLLEA2012 for in scope agencies. A common problem facing establishment surveys, such as the CSLLEA2012, is finding the right person or persons to complete the questionnaire. BJS expects that the recipient of funds will implement procedures during the screening process of the CSLLEA2012 to meet this objective. In responding to this solicitation, BJS anticipates that applicants will describe their approaches to solving this common problem.
 - The recipient of funds will deliver the final screened roster to BJS in electronic format, specified by BJS, and will provide all information and documentation pertaining to the development of the roster and eligibility screening process. This documentation should indicate why each agency was included or excluded from the roster. Each record in the file should include the address of the agency and appropriate contact information, including the appropriate staff who can serve as respondent(s) for agencies that fall within the scope of the CSLLEA2012. Agencies screened out of the CSLLEA2012 should be identified as out of scope in the roster. BJS retains all rights to exclusive use of the roster until information is publically released.
5. Documenting the methods used to create the CSLLEA2012 roster:
 - Write a report indicating all modifications made to the CSLLEA2008 frame to create the CSLLEA2012 universe. This report should include a summary of agencies excluded from the CSLLEA2012 and the reason(s) for exclusion. In addition, the report should include agencies added to the universe since the CSLLEA2008 and procedures used to identify these agencies and verification of their criteria for inclusion in the frame.
 - The report should be submitted to BJS within 20 months of the project start date (i.e., June 1, 2014). Based on BJS review of the report, the recipient of funds may need to provide additional data or documentation.

6. Maintaining a multi-mode data collection effort that emphasizes a web-based method of submitting data:
 - The recipient of funds should create and maintain a secure web-based reporting system as the primary mode of data collection. Access to the site should require entry of a unique, agency-specific username and password. The web-based tool should be multi-functional, allowing real-time dissemination of project-specific information. BJS should be able to use the website to monitor progress of data collection at the agency, type of agency (e.g., local police department or sheriffs' office), and national levels, including response rates.
 - A fully functioning web-based system for data collection should be tested and operational by June 1, 2013. The web-based tool should be designed to have a user-friendly interface that minimizes burden on respondents and have server-based edit procedures that also allow respondents to edit contact information and responses.
 - The recipient of funds should prepare to use other data collection methods, such as mail, fax, and phone, as secondary collection modes to accommodate agencies that choose not to use the web-based system.
7. Maintaining real-time tracking and reporting on the status of the collection and database updates:
 - Develop a tracking system to provide BJS with ongoing, real-time status of the progress of the census administration. The tracking system will contain information about each eligible agency, including a record of follow-up communication and procedures for each respondent, modes of data submission (i.e., website, mail, fax, or phone), and dates of contact, initial date of submission, and data of completion.
 - The tracking system should be designed to allow for the creation of summary reports showing information about the status of the collection, including the overall response rate, response rate for selected subsets (such as state agencies), and other information to be determined in conjunction with the BJS project manager (PM). The tracking system should remain current and accessible to the BJS PM at all times.
 - Paradata from this tracking system should be provided to BJS at the completion of the project.
8. Obtaining consistent identification information for responding agencies, including each agency's Originating Agency Identifier (ORI) number:
 - The recipient of funds should verify the name of the agency. In addition, the recipient of funds should verify that the seven-digit ORI number reported by each agency is the number assigned by the Federal Bureau of Investigation. In the event a responding agency does not know its ORI number, the recipient of funds should obtain the agency's ORI number from the FBI and record it in the CSLLEA2012. In the event an agency has not been assigned an ORI number by

the FBI, the recipient of funds, in collaboration with BJS, will create a unique identification number.

9. Maintaining interim and final CSLLEA2012 databases:

- Process and verify the data according to BJS standards, including the implementation of BJS-approved data entry, verification, and edit procedures. The recipient of funds is responsible for obtaining accurate responses for core identification items (e.g., agency name) and ensuring duplicated responses from agencies have been removed.
- Develop and implement methods to address both unit and item non-response, including various approaches to imputation. It is BJS's goal to obtain as complete responses as possible to the CSLLEA2012. Imputed records should be flagged and imputation procedures should be fully documented.
- Preliminary files of the dataset should be provided to BJS on a regular basis following the fielding of the CSLLEA2012. When complete data are obtained from 50% of the expected respondents, the recipient of funds will provide BJS with a data file and supporting documents in accordance with requested specifications and formats. Additional interim data files should be delivered when response rates equal 80% and 90%.
- A final data file with a 99% or higher response rate should be provided to BJS no later than 9 months after the initiation of data collection. The recipient of funds should identify and document techniques necessary to achieve a 99% or better agency response rate. Imputation procedures should be used to improve response rates to 100%.

10. Providing BJS with an analytical dataset (and supporting documentation including reported and imputed data) for use by BJS in preparing reports from the CSLLEA2012:

- Deliver a copy of the dataset and supporting documentation to BJS in accordance with BJS specifications and requested formats. Data are due within two months of the close of data collection (i.e., May 31, 2014). This dataset will be used to prepare data for release in the BJS report. Include reported and imputed data in the dataset.
- BJS retains all rights to exclusive use of the data until BJS releases the public dataset, which will be available to the public via the Internet and National Archive of Criminal Justice Data (NACJD) at the University of Michigan. The recipient of funds will not release or disclose any data collected through this cooperative agreement without prior written approval of BJS or until the dataset has been released to the public. This includes, but is not limited to, presentations at professional conferences and meetings, press releases, and/or grant applications. Unauthorized release of the data by the recipient of funds or its associates may result in the immediate commencement of termination or suspension proceedings in accordance with 28 CFR Part 18.

11. Delivering a final dataset and documentation to be used for archiving the data:

- Submit data for archiving purposes. Create a final electronic version of the survey data with any modifications that BJS has made to the date and additions to the data file, such as BJS's calculated variables. BJS will deliver to the recipient of funds a copy of the final version of the data that was used to produce the BJS report, and this version of the dataset will be the version to be archived. The final analytic dataset with all accompanying documentation should be completed within 24 months of the start of the award.
- Data and documentation to be provided for archiving, including (a) an electronic copy of the data, including any modifications to data originally submitted to BJS and any BJS created variables; (b) copies of specialized programming code; (c) a comprehensive codebook listing the data variables, variable labels, value labels, and missing value codes; (d) a blank electronic copy of the questionnaire; and (e) manual, electronic, or other data collection protocols. This material should be consistent with the criteria BJS has developed for submission of data files to the National Archive of Criminal Justice Data (NACJD).
- Based on NACJD staff review of the materials submitted to it for archiving the CSLLEA2012 data, the recipient of funds may need to provide additional data or documentation.

12. Maintaining regular communication with BJS about the project status:

- Implement a communications strategy to keep BJS apprised of the status of the project. The recipient of funds should plan to submit monthly project status reports to BJS that summarize activities completed and activities planned for the upcoming month. In addition, if requested by BJS, the recipient of funds should be prepared to provide a brief description of expenditures for the project and expectations about remaining funds available to complete the project.
- The final monthly report will include a review of the performance of the CSLLEA2012. Items to address in this final monthly report include final unit response and item response rates, collection issues or problems, the extent of respondent burden, and other administration issues that caused a relatively large burden on respondents or the recipient of funds during any phase of the project, including frame development and administration of the CSLLEA2012.

Amount and Length of Awards

BJS anticipates that it will make up to 1 award of \$700,000 for a 24-month project period.

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

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 2012 salary table for SES employees is available at www.opm.gov/oca/12tables/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 the Bureau of Justice Statistics. An applicant requesting a waiver should include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit its budget.

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

Minimization of Conference Costs

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP website at www.ojp.usdoj.gov/funding/funding.htm.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" web page (www.ojp.usdoj.gov/funding/other_requirements.htm).

Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. 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
<p>To create a comprehensive database describing the approximately 19,000 publically funded law enforcement agencies operating nationwide.</p>	<p>Development of a web-based reporting system that meets BJS standards for effectiveness and efficiency.</p> <p>Percent of eligible law enforcement agencies participating in the census.</p> <p>Percent of respondents using the web-based reporting system.</p> <p>Provide deliverables that meet expectations.</p>	<p>Develop a secure web-based reporting system.</p> <p>Number of eligible law enforcement agencies.</p> <p>Number of law enforcement agencies participating in the census.</p> <p>Number of respondents using the web-based reporting system.</p> <p>Data collection plans, protocols, and systems that (1) are capable of obtaining essential data elements; (2) possess maximum efficiency and clarity; (3) use methods that minimize data collection costs by emphasizing a web-based data collection system collection plans, protocols, and systems; (4) encourage interest and support from the law enforcement community; (5) obtain high response rates; (6) address item and unit non-response; and (7) provide a systematic count of—</p> <ul style="list-style-type: none"> • the final number of publically funded law

		<p>enforcement agencies identified as eligible to participate in the census;</p> <ul style="list-style-type: none"> • the number of publically funded law enforcement agencies that submitted a completed survey; • the mode of survey submission (web, fax, mail). <p>Administration of the CSLLEA2012 data collection instrument to approximately 19,000 publically funded law enforcement agencies.</p> <p>Data entry validation checks that include following up with respondents in a timely manner.</p> <p>Summaries of item non-response for all variables by agency type and size. The range of response values for continuous variables, identifying those that may be out of the acceptable response range. Recommended adjustments to data collection strategies as needed to address identified limitations in survey coverage, missing data, and out-of-range data.</p> <p>Demonstration that data collection protocol and systems have obtained high-quality and comprehensive data with minimal missing or inconsistent data in file, minimal post-validation follow-up needed by BJS, and achievement of all target response rates.</p> <p>When the overall response rate reaches 50%, 80%, and 90%, delivery of preliminary data files to BJS.</p> <p>Delivery of a fully documented final dataset in accordance with BJS specifications and quality standards for reliability and validity within 19 months of the project start date.</p> <p>Completion of project within 24 months of start date with full documentation of meetings, conference calls, progress reports, and respondent contacts. Documentation should provide evidence of consistent advancement toward meeting the project's objectives and include a report with collection-related issues.</p>
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Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section "What an Application Should Include" on page 16 for additional information.

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require 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), 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 awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.Grants.gov. If the applicant experiences technical difficulties at any point during this process, call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** 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. A DUNS number is usually received within 1–2 business days.
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. 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. Note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.734, titled "Special Data Collection and Statistical Studies," and the funding opportunity number is BJS-2012-3347.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **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."

Note: Duplicate Applications

If an applicant submits multiple versions of an application, BJS will review the most recent version submitted.

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 e-mail the BJS contact identified in the Contact Information section on cover page **within 24 hours after the application deadline** and request approval to submit its application. The applicant must

include in the 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) the applicant has received. **Note: Requests are not automatically approved by BJS.** 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.

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, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Should Include

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 applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by BJS to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, and resumes/curriculum vitae of key personnel. The Budget Narrative and the Budget Detail Worksheet may be combined in one document. However, if only one document is submitted, it must contain **both** narrative and detail information.

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, select "For-Profit Organization" or "Small Business" (as applicable).

2. Program Narrative

The program narrative should not exceed 30 double spaced pages with one-inch margins and 12-point font.

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

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 Measure

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, see the OJP Financial Guide at www.ojp.usdoj.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. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for project activities. 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.usdoj.gov/funding/pdfs/indirect_costs.pdf.

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 (or comparable legal documentation, as may be applicable) 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 (or comparable legal documentation).

If an applicant is unable to obtain and submit with its application a fully-executed (i.e., signed) copy of a tribal resolution or other, comparable legal documentation as may be consistent with the tribe's governance structure, then, at minimum, the applicant should submit an unsigned, draft version of such legal documentation 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 fully-executed tribal resolution or other, comparable legal documentation.

5. Additional Attachments

- **Key staff Information**
Information on key staff includes a staff loading chart by task and contract year, showing the role and number of hours (per year) committed for proposed staff and identification of proposed key personnel and their qualifications for the significant functions in the project. Along with concise descriptions of the duties each will perform under this grant, identify by name all key personnel with decision-making authority.
- Resumes/curriculum vitae of key project personnel (not to exceed 4 pages each).

6. Other Standard Forms

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

- a. [Standard Assurances](#)
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.

- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
Applicants must read, certify and submit in GMS prior to the receipt of any award funds.
- 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 submitted).

Selection Criteria

1. Statement of the Problem (15%)

The application should demonstrate that the applicant understands the goals and objectives of the project, including the value to the criminal justice field of the resulting roster of law enforcement agencies and the data.

Applicants should—

1. Demonstrate familiarity with the content of the most recent CSLLEA and the sources of information on which the universe is based.
2. Identify challenges associated with conducting a large-scale establishment survey and propose methods of overcoming challenges in an efficient and timely manner.
3. Identify challenges associated with developing a universe of respondents to the CSLLEA2012 and propose methods for overcoming these challenges. Attention should be paid to how point of contacts within agencies will be established.

2. Project Design and Implementation (45%)

The application should describe how the applicant will completely address all tasks outlined in the Scope of Work and scheduled timeline.

Applicants should—

1. Detail how it will support BJS in developing the OMB package.
2. Detail how the universe of law enforcement agencies will be developed. Applicants should articulate innovative methods for frame development, including how eligible law enforcement agencies will be identified. Attention should be paid to how eligible special jurisdiction agencies will be identified for inclusion in the CSLLEA2012.
3. Detail how agencies will be screened and verified as eligible for inclusion prior to fielding the CSLLEA2012.
4. Propose methods for garnering support of stakeholders.
5. Detail the procedures it will use to ensure the highest possible response rate by law enforcement agencies.

6. Demonstrate knowledge of applied survey research, including data collection, data coding, data entry, verification, the collection of paradata, and the production of public-use data files.
7. Describe methods for promoting electronic data collection. Attention should be paid to how username and passwords will be distributed to nearly 20,000 state and local law enforcement agencies.

3. Capabilities and Competencies (20%)

The application should describe the applicant's ability to successfully complete the prescribed tasks. This may be done through descriptions of the benefits of the proposed design/work plan, past work, and/or by the relevant skills and experience of proposed program staff. This section should identify 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 identification by name of all key personnel with decision-making authority (vitae/resumes of key staff should be included in an appendix to the proposal).

Applicants should—

1. Demonstrate ability to collect administrative data from a large number of law enforcement agencies.
2. Demonstrate knowledge of and experience in developing OMB packages.
3. Demonstrate ability to provide an adequate computing environment that allows for a mixed mode of data submission and includes data security, the hardware and software for processing data files, and the capacity to produce up-to-date tracking of the data collection and regular reporting of progress.

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

The applicant should indicate an understanding of the Performance Measures required for this grant (described on pages 12–13) and confirm that the necessary measures will be provided.

5. Budget complete; reasonable and allowable; cost effective; and necessary for project activities) (15%)

The budget should clearly identify how and on what tasks the funds will be expended. The application should include a time/task plan that identifies dates for key milestones and a staff load chart (by task) showing the role and number of hours committed for proposed staff. Key project staff should dedicate a substantial portion of their time to the completion of this project.

Applicants should—

1. Demonstrate the reasonableness of the proposed budget, including the fiscal, management, staff, and organizational capacity to provide sound management for this project, and the degree to which the budget demonstrates that services and products provided by the grantee are of high quality and reasonable cost.
2. Demonstrate fiscal management on past projects of a similar scale.

3. Indicate methods of conserving costs while maximizing the use of existing resources.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. BJS reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with 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 subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum requirements 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 BJS, 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 BJS, 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.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- 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

Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to OJPSolicitationFeedback@usdoj.gov.

Application Checklist

2012 Census of State and Local Law Enforcement Agencies

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

Eligibility Requirement: Eligible 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. For-profit organizations must agree to forgo any profit or management fee.

_____ The federal amount requested is within the allowable limit(s) of \$700,000.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 16)
- _____ Program Narrative (see page 16)
 - _____ Double-spaced
 - _____ 12-point standard font
 - _____ 1" standard margins
 - _____ Narrative is 30 pages or less
- _____ Budget Detail Worksheet (see page 17)
- _____ Budget Narrative (see page 17)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 15)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 17)
- _____ Tribal Authorizing Resolution (if applicable) (see page 18)
- _____ Additional Attachments (see page 18)
 - _____ Key staff Information
 - _____ Resumes/curriculum vitae of key project personnel (not to exceed 4 pages each).
- _____ Other Standard Forms as applicable (see page 18, including):
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)