



The U.S. [Department of Justice](#), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is pleased to announce that it is seeking applicants to administer the 2010 National Survey of Prosecutors (NSP). As the statistical arm of the Department of Justice, BJS is responsible for the collecting, analyzing, publishing, and disseminating statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This survey, conducted under the auspices of BJS's Prosecution and Adjudication Statistics Program, furthers the mission of the Department, OJP, and BJS by working in partnership with the justice community to identify the most pressing challenges confronting the justice system and to provide state-of-the-art knowledge and information in support of innovative strategies and approaches for dealing with these challenges.

## 2010 National Survey of Prosecutors 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 organization and community-based experience working with American Indian and Alaska Native communities, including tribal for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal 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" on page 8)

**All applications are due by 5:00 p.m. Eastern time on June 11, 2010.**  
(See "Deadlines: Registration and Application" on page 3)

### Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or via e-mail to [support@grants.gov](mailto:support@grants.gov).

**Note:** The [Grants.gov](http://Grants.gov) Support Hotline is available 24 hours, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact Steven W. Perry, BJS Statistician, at 202-307-0765 or by via email at [askbjs@usdoj.gov](mailto:askbjs@usdoj.gov). Include "nsp10" in the subject line.

Grants.gov number assigned to announcement:  
**2010-BJS-2660**

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# 2010 National Survey of Prosecutors

## CDFA 16.734

### Overview

The Bureau of Justice Statistics (BJS) is the primary statistical data collection agency for the Department of Justice and the nation's primary source for criminal justice statistics. BJS is responsible for the collection, analysis, publication, and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operation of justice systems at all levels of government. These data are critical to federal, state, and local policymakers in combating crime and ensuring that justice is both efficient and evenhanded.

BJS is seeking proposals to obtain a data collection agent for the 2010 National Survey of Prosecutors (NSP-10). The NSP-10, will focus on the administration of prosecution activities and the emerging types of cases and knowledge from a nationally representative sample of approximately 475 prosecutor offices that handle felony cases in state court. The survey will obtain basic information on staffing, salaries, and budgets, and may also include measures of emerging prosecution techniques and issues, such as community prosecution, computer and internet related crimes, sex offenders, and use of forensic and DNA evidence, plea bargaining, as well as others. A draft of the data collection instrument and preliminary list of the approximate 2,400 prosecutors from which the sample will be drawn will be provided by BJS. BJS anticipates making one award of up to **\$450,000** for a **24-month** period under this solicitation. The funding of this project is subject to the availability of funds.

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

### 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 for applying for funding under this announcement is 5:00 p.m. Eastern time on Friday, June 11, 2010. Please see the "How to Apply" section on page 8 for more details.

### Eligibility

Applications for funds may be submitted by both for-profit (commercial) and nonprofit organizations. See more information in the "Eligibility" section on page 1.

### Project-Specific Information

The 2010 National Survey of Prosecutors (NSP-10) will collect information from a nationally representative sample of prosecutors' offices that handle felony cases in state courts of general jurisdiction. Past iterations of the NSP have summarized the number of professionals and support staff employed in prosecutors' offices, including full- and part-time employees, and the size of the office budget. Other survey data have included special categories of felony offenses prosecuted, (e.g., computer crimes), types of non-felony cases handled, number of felony cases closed, number of felony convictions, and number of juvenile cases proceeded against in

criminal court. BJS has also collected information on emerging prosecutorial techniques, such as the use of DNA evidence and other issues relevant to prosecutors, such as work-related threats or assaults against staff. BJS has collected data from State Court Prosecutors since 1990, with the last complete census conducted in 2007 and a sample survey in 2005.

Applicants are strongly encouraged to review prior data sets and reports at:  
<http://bjs.ojp.usdoj.gov/index.cfm?ty=dcdetail&iid=265>.

## **Statement of Work**

The objective of this project is to finalize and implement the 2010 National Survey of Prosecutors (NSP-10). Specific tasks will include developing a sampling plan, finalizing the data collection instrument, completing data collection, and submitting a final database and documentation for analysis and public dissemination.

Specifically, the recipient of funds will—

1. Develop a detailed timetable for each task in the project. The timeline should allow for planning and Office of Management and Budget (OMB) approval time following the award. Data collection should commence immediately after BJS receives OMB approval and should be completed within 9 months of the data collection start date. Data collection, response cleaning and processing, and documentation activities should be completed within 21 months of the project start date. The applicant should further assume at least 3 months at the conclusion of the project to provide technical assistance to BJS in order to clarify data requests and assist with BJS publications. After the BJS project manager has agreed to the timetable, all work must be completed as scheduled.
2. Develop a nationally representative sampling strategy. BJS will provide the recipient of funds with the list of prosecutors' offices included in the 2007 census (approximately 2,400). The recipient of funds will verify and update (as needed) the names, addresses, and appropriate contact information. The recipient of funds will propose for BJS approval a nationally representative sampling strategy capable of providing reliable statistics on prosecutor office caseloads, staffing, and expenditures. Upon approval from BJS, draw a nationally representative sample of prosecutor offices that handle felony cases in state courts.
3. Finalize the survey measures and data collection instrument. The recipient of funds will work with BJS and appropriate professional organizations to identify key data measures and finalize the data collection instrument. Applicants are strongly encouraged to review previous data collection instruments and propose the key measures to include in the 2010 NSP.
4. Develop the required materials and supporting documentation for OMB review.
5. Develop and implement a plan to minimize data collection costs and achieve a response rate of 90%. Electronic submission is the preferred method of survey response, and respondents should be highly encouraged to use this method to reduce keying errors. However, a hard copy of the instrument may also be mailed to all respondents initially. The contractor will design, develop, and maintain a user-friendly web-based survey option by which respondents can submit their data online. The electronic instrument should replicate the paper form layout as closely as possible. The recipient of funds will provide extensive follow-up to respondents that require assistance, clarification, or encouragement to

complete the survey. This may involve multiple follow-up telephone calls, resending surveys, and e-mail correspondence, where appropriate. **For budgeting purposes, applicants should assume a sample size of 475.**

6. Maintain regular reporting to BJS and regularly meet in person or via teleconference with the BJS project manager. Implement and maintain an automated web-based system to provide the ongoing status of each survey respondent, complete documentation, and an inventory of follow-up communication and procedures for each respondent. Respondents' method of response (website, mail, fax, or phone) shall be included in this system. This secure automated tracking system should remain current and be accessible to the BJS project manager at all times.
7. Process and verify the data according to BJS standards, including the use of consistent BJS-approved editing specifications, range checks, coding schemes, and systems for identifying valid responses and data requiring follow-up. Preliminary copies of the survey data should be provided to BJS when requested. Data received from respondents should be verified for completeness and accuracy. The recipient of funds will also develop a plan and implement the procedures to address both unit and item nonresponsive and to adjust the data for differential probabilities of selection as appropriate based on the sample design. As needed, the recipient should create replicate weights or other procedures to account for sample design in conducting statistical significance tests of the survey findings.
8. Deliver to BJS electronic versions of the survey data and documentation. Electronic data should be compatible with SPSS format. Survey documentation should include, but is not limited to, a comprehensive codebook detailing variable positions, data coding, variable and value labels, any recoding implemented during the data cleaning process, methods used for dealing with missing data, sample weights, variance estimation methods, and copies of all program code used to generate data or published statistics. All data and documentation from this survey may be posted on the BJS website, and the data will be archived at the National Archive of Criminal Justice Data, operated by the Inter-University Consortium for Political and Social Research (ICPSR).
9. Provide technical assistance as requested by BJS. Technical assistance may include responding to data questions, providing additional documentation as requested, assisting in drafting or reviewing publications, and participating in conferences or workshops for the purpose of promoting the project to appropriate judicial, policy, or academic organizations.

### **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. BJS anticipates making one award of up to \$450,000 for a 24-month period under this solicitation.

**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 2010 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/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 its 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.

## **Performance Measures**

These measures are consistent with BJS's overall performance measures for data collection activities. To ensure accountability of this data, for which OJP/BJS is responsible, this project is in compliance and coordination with the OJP Strategic Goal number four, to increase understanding of justice issues and develop successful interventions. The project specifically provides justice statistics and information to support justice policy and decision making.

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Grantees are required 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:

<b>Objective</b>	<b>Performance Measure</b>	<b>Data Grantee Provides</b>
Provide national justice statistics and information on Prosecutors to support justice policy and decision making	<p>Achieve a 90% or better item response rate for critical National Survey of Prosecutors items.</p> <p>Quality of project management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs were maintained within approved funds.</p>	<p>Recipient must achieve an overall 90% or better survey response rate (Target: 90% or better. A response rate lower than the 90% threshold is unacceptable.)</p> <p>The number of responses to the National Survey of Prosecutors.</p> <p>Minimum number of missing or inconsistent data in data file (Target: 1% on function items, overall personnel items; a maximum 5% on detailed personnel and operations items; and maximum 10% or less on other items).</p> <p>Post validation follow-up rate (Target: 1% or less of respondents requires post-validation follow-up and error correction).</p> <p>Time from initiation of data collection to close of the reference period (Target: 12 months).</p>
Deliver two final data sets (one for BJS analytical use and one for archival by ICPSR) with complete supporting documentation.	Percent of deliverables (including final reports) that meet BJS's expectations for depth, breadth, scope, quality of study, and pertinence (as determined by BJS).	<p>Project completed within 24 months of project start date, with complete documentation of meetings, conference calls, progress reports, and respondent contacts that provide evidence of consistent advancement toward meeting the project's objectives.</p> <p>Number of deliverables submitted on schedule that meets BJS expectations for accuracy and completeness with file documentation.</p> <p>A report with a complete description of the methodology employed, including the sampling plan, the draft instrument, and a timeline of all project activities; data collection results; a description of all collection-related issues; and suggested improvement for future surveys.</p>

## 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](http://www.grants.gov). If you experience 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 application deadline specified.

All applicants are required to complete the following.

- 1. Acquire a Data Universal Numbering System (DUNS) number.** A DUNS number is required for Grants.gov registration. The Office of Management and Budget requires that all businesses and nonprofit applicants 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 866-705-5711 or by applying online at [www.dnb.com](http://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 at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization’s DUNS number to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
- 4. Acquire Authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your 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 16.734, titled "Special Data Collections and Statistical Studies," and the funding opportunity number is 2010-BJS-2660.
6. **Submit an application consistent with this solicitation.** Within 24–48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application 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 you experience unforeseen Grants.gov technical issues beyond your control that prevent you from submitting your application by the deadline, you must contact the BJS staff within **24 hours after the deadline** and request approval to submit your application. At that time, BJS staff will require you to e-mail the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After the program office reviews all of the information submitted and contacts the Grants.gov Help Desk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your 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.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

### **What an Application Must Include**

This section describes what an application is expected to 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 nevertheless be made to make an award, 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 not responsive to the scope of the solicitation, or do not include a program narrative, budget, budget narrative, tribal resolution

(if applicable), and resumes/curriculum vitae of key personnel will not proceed to peer review and will not receive further consideration.

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

#### **Standard Form 424**

Please see [www.ojp.usdoj.gov/funding/forms/application\\_sf424.pdf](http://www.ojp.usdoj.gov/funding/forms/application_sf424.pdf) for instructions on how to complete your SF424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the "Type of Applicant 1" data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

#### **Program Narrative**

The program narrative 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.

#### **Budget and Budget Narrative**

A sample budget worksheet can be found at: [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm)

#### **Indirect Cost Rate Agreement**

**Plan for collecting the data required for performance measures.  
(See "Performance Measures" on page 6.)**

#### **Tribal Authorizing Resolution**

If an application is being submitted by either (1) a tribe or tribal organization, or (2) by 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 residents must 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 must include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at a minimum, the applicant must submit an unsigned, draft tribal resolution as part of its application. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, then it will be eliminated from funding consideration. If selected for funding, any applicant that has

submitted an unsigned tribal resolution must submit the signed copy of the tribal resolution to OJP within 30 days of acceptance of the award. In all such cases, use of and access to funds will be contingent on receipt of the signed tribal resolution.

### **Other Attachments**

- **Key staff information.**  
Information on key staff includes the following: a staff loading chart, by task and contract year, showing the role and number of hours (per year) 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 grant; resumes for all key staff; and an identification by name of all key personnel with decision-making authority.
- **Privacy Certification.**  
The Privacy Certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person, which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable data. A model certificate is located at: <http://bjs.ojp.usdoj.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: <http://bjs.ojp.usdoj.gov/content/hscr.cfm>.
- **Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace.**  
This form commits the applicant to comply with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "A Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for a Drug-Free Workplace (Grants)." These forms can be obtained on OJP's Standard Forms and Instructions page at: <http://www.ojp.usdoj.gov/funding/forms.htm>.

### **Selection Criteria**

The NSP is a core BJS statistical collection and a professionally maintained relationship with the various state court prosecutors is of significant importance. Proposals should clearly describe the plan and implementation strategies outlined in the Scope of Work. Information on staffing levels and qualifications should be included for each task and descriptions of experience relevant to the project. Resumes of the proposed project director and key staff should be submitted with the proposal.

Applicants will be assessed according to the following weighted criteria, and the successful applicant must demonstrate the following:

**1. Statement of the Problem/Program Narrative (15%)**

The content of the proposal and how it addresses all of the goals and objectives described in the scope of work and scheduled timeline.

**2. Project/Program Design and Implementation Plan (35%)**

Demonstrated knowledge of applied survey research, including survey construction, interview techniques, data collection, data coding, data entry and verification, development of imputation plan for nonresponse, and the production of public-use data files.

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

Demonstrated ability and experience in collecting data from large number of justice related agencies or similar entities. This includes availability of an adequate computing environment, knowledge of standard social science data processing software, and demonstrated ability to produce SPSS readable data files for analysis and report production.

**4. Budget (10%)**

Demonstrated fiscal, management, staff, and organizational capacity to provide sound management for this project. Applicant should include detailed staff resources and other costs by project tasks. BJS anticipates making one award of up to **\$450,000**.

**5. Impact/Outcomes and Evaluation (20%)**

Demonstrated ability to achieve an overall 90% or higher response rate with minimal missing data.

## **Review Process**

OJP is committed to ensuring a fair and open process for awarding grants. The 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. The Bureau of Justice Statistics may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. DOJ employee. An internal reviewer is a current U.S. DOJ 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, 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 and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the budget and budget narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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.

Applicants should be aware that winning applications might be made available to the public, after redactions of information determined to be covered by Privacy Act considerations.

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at: [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- [Civil Rights Compliance](#)
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protections (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) compliance
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of the Comptroller 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

# Application Checklist

## 2010 National Survey of Prosecutors

The application check list has been created to aid you in developing your application. Below is a list of required items.

### The Application Components:

- Statement of the Problem/Program
- Project Design and Implementation
- Capabilities/Competencies
- Budget Narrative
- Budget Detail Worksheet
- Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures

### Other:

- Standard Form 424
- Privacy Certification
- Human Subjects Protection Certification of Compliance
- Indirect Cost Rate Agreement (if applicable)