

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



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 conduct a study for Recidivism of Offenders on Federal Community Supervision. As the principal federal statistical agency in the U.S. Department of Justice, BJS is responsible for the collection, analysis, publication, and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This study is part of on-going BJS activities to improve the delivery of timely and relevant recidivism statistics describing state and federal offenders. The current project will enhance knowledge of offender transitions from prison to the community by generating recidivism statistics on offenders under federal supervision in the community and determining how recidivism rates are affected by probation office and officer characteristics.

## **Recidivism of Offenders on Federal Community Supervision 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 9)

**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 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](#) Support Hotline is available 24 hours, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact Mark Motivans, BJS Statistician, at 202-307-0765 or via email at [askbjbs@usdoj.gov](mailto:askbjbs@usdoj.gov). Include "rofcs10" in the subject line.

**2010-BJS-2725**

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# **Recidivism of Offenders on Federal Community Supervision CFDA #16.734**

## **Overview**

The Bureau of Justice Statistics (BJS) is the primary statistical agency of the U.S. Department of Justice (DOJ) and a component of the Office of Justice Programs (OJP). BJS is announcing a public solicitation seeking a vendor to work with BJS and the Administrative Office of the U.S. Courts (AOUSC), through a cooperative agreement, to conduct a recidivism study of offenders on federal community supervision.<sup>1</sup> The successful applicant will be provided data from the Administrative Office of the U.S. Courts' Probation/Pretrial Services Automated Case Tracking System (PACTS). This system maintains detailed information on each offender placed on federal supervision, including a summary of the offender's criminal history, the details of the case and of the supervision experience. The successful applicant will also be provided with a detailed criminal history record for each offender derived from the FBI's Interstate Identification Index (III) and a summary of the characteristics of the federal probation officer responsible for overseeing the case. The successful applicant will develop the overall design of the recidivism study, select the study cohort, and merge the databases provided into a researchable database capable of addressing the research questions. From these data, the successful applicant will assess the recidivism rates for various subpopulations and identify factors that influence these rates, including attributes of the offender, probation officer and probation office. In addition, the successful applicant will study the consistency between the criminal history information found in PACTS and the information found in FBI's III. The recipient will coauthor with BJS and AOUSC staff a statistical report describing methodology and findings. The recipient will prepare data and documentation files taking necessary steps to ensure confidentiality of data. Recipient will provide technical assistance to BJS and AOUSC in using the analytical files. BJS is authorized to issue this solicitation under the Omnibus Crime Control and Safe Streets Act of 1968, Section 302.

## **Deadlines: Registration and Application**

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline 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 9 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)

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<sup>1</sup> Federal supervision includes offenders directly sentenced in the federal courts to a period of probation supervision in the community and offenders entering supervision following release from prison to serve term of supervised release in the community.

## Project-Specific Information

**BACKGROUND:** As the statistical arm of the Department of Justice, BJS is responsible for the collection, analysis, publication, and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems. The current study builds on BJS' expertise over the last two decades in reporting nationally-representative recidivism findings.<sup>2</sup> Published recidivism studies on offenders in the federal criminal justice system have tracked sentenced defendants and released prisoners.<sup>3</sup> This study is a collaborative data project between BJS and the Administrative Office of the U.S. Courts, Office of Probation and Pretrial Services to generate recidivism statistics on offenders under federal supervision in the community and determine whether, and to what extent, recidivism is affected by offender, probation office, and probation officer characteristics.

The sample of offenders admitted to federal community supervision will be drawn from existing AOUSC administrative records in the Probation/Pretrial Services Automated Case Tracking System (PACTS). Probation officer information corresponding to the study sample (i.e., officer experience, education, and specialization) will be accessed from the results of a probation officer survey conducted by the AOUSC. Administrative Office of the U.S. Courts' Office of Probation and Pretrial Services staff will provide the recipient with office-specific information pertinent to the research design (i.e., caseload size and offense composition).

This recidivism project requires merging detailed criminal history data with each subject's PACTS record. The time-consuming process of converting an offender's criminal history data or "rap sheet" into an analyzable form has long been an obstacle to conducting timely recidivism studies. The recipient will work with BJS in utilizing a data processing protocol that converts national rap sheets into a standardized relational database. The protocol takes "raw" data from state criminal history records and standardizes variables and values for uniformity. Currently, BJS is using this protocol in a study of prisoners released from state prisons in 2005. The proposed study will process the first federal offender cohort using the BJS protocol. The recipient will work closely with BJS and AOUSC staff to merge the federal supervision information with the criminal history records. The recipient will work closely with AOUSC and BJS staff to conduct consistency checks that compare the summarized criminal history information recorded by PACTS with the criminal history database provided by BJS.

**PROGRAM OBJECTIVES:** The research findings from the proposed effort will be used by policymakers, criminal justice administrators, and other officials to better understand the recidivism and reintegration experiences of inmates released to the community and other probationers. The work will also examine the impact that characteristics of probation office and probation officer have on recidivism outcomes. U.S. probation offices vary by supervision policies, type and content of available services, offender populations served and caseloads. Probation officers also vary by education, experience, and specialization. These factors will be analyzed by the recipient to determine their impact on recidivism rates.

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<sup>2</sup> BJS reports include: *Recidivism of Sex Offenders Released from Prison in 1994* (2003) NCJ 198281; *Recidivism of Prisoners Released in 1994* (2002) NCJ 193427; and, *Recidivism of Prisoners Released in 1983* (1989) NCJ 116261.

<sup>3</sup> U.S. Sentencing Commission (2004) *Measuring Recidivism: The Criminal History Score Computation of the Federal Sentencing Guidelines*. Washington, D.C.; U.S. Sentencing Commission (2004). *Recidivism and 'First Offender.'* Washington, D.C.; Harer, M. (1994) *Recidivism Among Federal Prisoners Released in 1987*. Washington, D.C.: Federal Bureau of Prisons, Office of Research and Evaluation.

## SCOPE OF WORK

The objective of the proposed program is to plan and conduct a study that will generate recidivism statistics on a sample of offenders admitted to federal community supervision. The study will also examine the impact of probation officer and probation office differences on recidivism rates. Finally, the study will assess the consistency of the criminal history information derived from the FBI's III with that recorded in PACTS. To accomplish these tasks, the recipient will—

- Convene a two-day meeting in Washington, DC within the first month of the project period with representatives from the Bureau of Justice Statistics (BJS) and Administrative Office of the U.S. Courts, Office of Probation and Pretrial Services (AOUSC) to discuss project details, including (1) formulating the study questions and scope; (2) detailing the process for accessing data and documentation; (3) addressing questions about the nature of data to be utilized, and, (4) delineating the roles and responsibilities of the federal agencies and the vendor.
- Provide a finalized time/task plan detailing project tasks and delivery dates within two weeks of this meeting. BJS expects to receive a draft of the agreed-upon project time line within two weeks of the initial meeting. After the BJS project manager has agreed to the timetable, all work must be completed as scheduled.
- Conduct a review of the research literature, including studies on the effects of supervision on recidivism, federal recidivism studies generally, and statistical methods and research design topics, which include (handling missing data and addressing selection bias).
- Develop a working knowledge of strengths and limitations of federal justice agency databases, including—
  - Administrative Office of the U.S. Courts' Probation/Pretrial Services Automated Case Tracking System (PACTS) database
  - FBI's automated Interstate Identification Index (III),
  - Federal probation supervision structure and process.
- Under the review of AOUSC and BJS staff, define multiple measures of recidivism and study variables based on knowledge of the information housed in the administrative datasets made available for this project.
- Under the review of AOUSC and BJS staff, construct a sampling strategy and research design that (1) produces recidivism rates for various subpopulations with confidence intervals small enough to distinguish reasonable recidivism rate differences and (2) document the factors correlated with recidivism, including offender attributes, probation officer and office characteristics.
- Develop data privacy and confidentiality protections that adhere to all applicable federal rules and regulations governing the protection of privacy and confidentiality of records containing personal identifiers (28 CFR part 22 and 42 U.S.C. 3789(g)). Provide

documentation to AOUSC pertaining to data privacy and confidentiality protections employed, as needed.

- Develop techniques to address missing data, a strategy to address selection bias, and analytical methods used to answer study questions.
- Merge BJS' criminal history/rap sheet data with AOUSC data to produce a researchable database; the structure and content of the research database will be approved by BJS and AOUSC staff before analysis begins.
- Develop methods to measure record consistency and conduct checks of the criminal history information found on the AOUSC records with the information extracted from the BJS rap sheets.
- Generate recidivism rates for various subpopulations and analyze the factors correlated with recidivism, including offender attributes and probation officer and office characteristics.
- Submit two technical reports. One technical report will assess the consistency of the criminal history information distilled from rap sheets provided by BJS with the criminal history information stored in PACTS. The other technical report will present a comprehensive overview of the recidivism study and include a detailed description of the project design, data, methods, and findings. These reports will be delivered to BJS and AOUSC for review no later than 120 days before the end of the project period. Completed reviews will be forwarded to the authors within 30 days. The authors must submit the revised final technical reports to BJS and AOUSC within 60 days of the end of the project period.
- A research report focusing on the recidivism findings will be co-authored by representatives of BJS, AOUSC, and the successful applicant.
- At the project's end, the recipient will provide all databases to BJS and AOUSC including, databases, data documentation, computer-code, and related materials in electronic format. Recipient will deliver all documentation for database creation, including statistical analysis and all computer code used to create analytical products. Recipient will deliver fully documented data files for use by BJS and AOUSC. All produced databases, computer code and related materials will become property of the U.S. Government. All data provided by AOUSC and judiciary as part of the study remains the property of the AOUSC and federal judiciary and cannot be redisclosed without approval of the AOUSC.
- By the project end date, the recipient will destroy all data files in its possession related to this project and provide written verification of such.
- Recipient will provide quarterly progress reports describing the work accomplished in the previous quarter, work planned for the current quarter, discussion of significant issues that arise, and actions required by BJS or AOUSC.

## Amount and Length of Awards

**All BJS awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.** Funding for this project will be made available under a cooperative agreement. The award will be made for a period of 15 months. Cost estimates are not to exceed \$250,000 for the 15-month period.

## 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 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 the Bureau of Justice Statistics. 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

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 measure 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(s)</b>	<b>Data Grantee Provides</b>
1) Produce a researchable database that merges AO and BJS data	Percent of records in the database that are determined to be complete and accurate.	<p>A description of the database and descriptive analyses of each variable.</p> <p>Number of records in the database.</p> <p>Number of records that are determined to be complete and accurate.</p>
2) Develop a profile for each probation office in sample.	Successfully develop an information profile that is complete and accurate as a resource for assessing variations in recidivism by office characteristics.	Data file that includes a comprehensive profile for each of the offices. File includes complete and accurate information from all sources determined to be accurate, up-to date, and reliable.
3) Produce two technical papers. The first describes the consistency check between AO and BJS database; the second technical report provides the recidivism analyses; and Co-author final report	Quality of research as measured by where significant interim project milestones were achieved, final deadlines were met, and cost were maintained within approved funds.	Two technical reports with methodology, analyses, and findings.
4) Deliver final data set with complete supporting documentation to BJS.	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 fifteen 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>Deliverables submitted on schedule that meet BJS expectations for accuracy and completeness with file documentation and a report with data collection results, 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-2725.

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 résumés/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," "Résumés") for all attachments. OJP recommends that résumés be included in a single file.

An application must include the following:

### **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**

**Page limit:** The program narrative section of your application must not exceed 30 double-spaced pages in 12-point font with 1-inch margins. Abstract, table of contents, charts, figures, appendixes, and government forms do not count toward the 30-page limit for the narrative section.

Applicants should anticipate that if any portion of the program narrative exceeds these length-related restrictions, such that it provides a significant competitive advantage, that portion of the narrative will not be reviewed in peer review or considered in final award decisions.

The Program Narrative includes:

- a. Abstract (not to exceed 600 words).
- b. Table of contents
- c. Main body. The main body of the Program Narrative should describe the project in-depth and include the following sections:
  - Project purpose, goals, and objectives
  - Research design and procedures
  - Project management plan and organization
  - Organizational and staff capabilities
  - Computing environment and capabilities.
- d. Appendixes. Appendixes are not counted against the program narrative page limit and must include:
  - Bibliography/References (if applicable)
  - List of key personnel (required)
  - Résumés of key personnel (required)
  - List of previous and current BJS awards (required)
  - Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable)
  - Chart for timeline, research calendar, or milestones (required). Other materials required by the solicitation—Refer to the section of the solicitation under which you are applying and ensure you provide any additional materials requested.

## **Budget and Budget Narrative**

A sample budget worksheet can be found at [http://www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.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 <http://www.ojp.usdoj.gov/financialguide/index.htm> .

## **Indirect Cost Rate Agreement**

Documentation of Federally Approved Indirect Costs Agreement. Applicants that do not have a federally negotiated cost rate and wish to establish one may submit a proposal to their "cognizant" federal agency. In general, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, information needed to submit an indirect cost rate proposal can be obtained at [http://www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf) .

**Plan for collecting the data required for performance measures.**  
(See "Performance Measures" section above.)

## **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. An applicant failing to submit either a signed or an unsigned copy of a tribal resolution as part of its application 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.** This should include a staff loading chart, by task, showing the role and number of hours committed for proposed staff; identification of proposed key personnel and their qualifications for the significant functions in this project, along with concise descriptions of the duties each will perform under the cooperative agreement; and an identification by name of all key personnel with decision-making authority.

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

## Selection Criteria

Proposals should describe the plan and implementation strategies to perform the tasks outlined in the Statement of Work. Information on staffing levels and qualifications should be included for each task and descriptions of experience relevant to the project. Résumés of the proposed project director and key staff should be submitted with the proposal.

The applicant will be evaluated on the basis of:

**Statement of the Problem** (Understanding of the project and its importance)—**15%**

1. Understanding of program goals.
2. Knowledge of recidivism research, criminal history records, and the federal criminal justice system.
3. Understanding of the value of the project to the field.

**Project Design and Implementation** (Quality and technical merit)—**40%**

1. Understanding of the problems faced by the research team when attempting to extract research data from administrative data sets.
2. Soundness of research design for the recidivism study including sample design, the proposed analytic and technical approaches and awareness of potential pitfalls.
3. Soundness of methods used to test the consistency of the criminal history information found on the BJS' rap sheets and the criminal history information stored in PACTS.
4. An understanding of the set of products that will flow from this effort, their characteristics, and the responsibilities of the successful applicant, BJS and AOUSC.
5. Procedures to protect data confidentiality and maintain data security in compliance with all federal standards.

**Capabilities/Competencies** (Capabilities, demonstrated productivity, and experience of applicants)—**25%**

1. Qualifications and experience of proposed staff.
2. Demonstrated ability of proposed staff and organization to manage the effort.
3. Adequacy of the plan to manage the project, including how various tasks are subdivided and resources/staff are used.

4. Knowledge of federal criminal justice system.
5. Experience in conducting recidivism studies.

**Performance Measures — 5%**

1. A detailed understanding of the expected performance measures expected./

**Budget—15%**

1. Appropriateness of the budget relative to the level of effort.
2. Adequate and efficient assignment of staff to tasks.

## **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 be reviewing the applications submitted under this solicitation as well. BJS 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. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is wellversed or has expertise in the subject matter of this application. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewer's 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 the Bureau of Justice Statistics, who may also 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 Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- 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 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

## Application Checklist

### Recidivism of Offenders on Federal Community Supervision

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

#### Program Narrative/Abstract Format:

- Abstract (not to exceed 600 words).
- Double-spaced
- 12-point standard font
- 1" standard margins
- Narrative is 30 pages or less

#### Other:

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