



The U.S. Department of Justice, ***Bureau of Justice Statistics*** is pleased to announce that it is seeking applications for funding to administer the *2006 State Court Processing Statistics (SCPS)* project. As the statistical arm of 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 justice systems at all levels of government. This program furthers the Department's mission by continuing its dedication to developing, maintaining, and reporting on all of its statistical series, which cover every stage of the American criminal and civil justice system.

2006 State Court Processing Statistics

Eligibility

Applications for funds may be submitted by both for profit and non profit organizations.

(See "Who is Eligible to Apply," on page 3)

Deadline

All applications are due by 8:00 p.m. eastern time on March 21, 2006.

(See "Deadline for Applications," page 3)

Contact Information

For assistance with the requirements of this solicitation, contact Thomas H. Cohen, Statistician, at 202-514-8344 or email askbjs@usdoj.gov, include SCPS06 in the subject line.

This application must be submitted through *grants.gov*. For technical assistance with submitting the application, call the *Grants.gov* Customer Support Hotline at 1-800-518-4726.

2006-BJS-1342

CONTENTS

Overview	3
Deadline: Registration	3
Deadline: Application	
Eligibility	3
• Faith-Based and Other Community Organizations	3
Project Specific Information	4
Performance Measures	6
How to Apply	7
What an Application Must Include:	7
Standard Form 424	
Program Narrative	
Budget and Budget Narrative	
Other Attachments	
Selection Criteria	8
Review Process	9
Additional Requirements	10

2006 State Court Processing Statistics CFDA Number 16.734

Overview

The purpose of this award is to provide funding to administer the 2006 State Court Processing Statistics (SCPS) project. SCPS is a recurring data collection project involving the compilation of felony cases processed in 40 large urban counties chosen to be representative of the 75 most populous counties in the U.S. Approximately 15,000 felony cases filed on certain days in May of every even numbered year are tracked for up to 1 year in these 40 sampled counties. The data collected includes current arrest charges, demographic characteristics, prior arrests and convictions, criminal justice status at arrest, type of pretrial release or detention, bail amount, court appearance record, adjudication outcome, and sentence received if convicted. The Bureau of Justice Statistics (BJS) will provide a draft SCPS data collection instrument and sampling list. BJS is authorized to issue this solicitation under the Omnibus Crime Control and Safe Streets Act of 1968, Section 302, as amended, 42 U.S.C. 3732.

Deadline: Registration

The *Grants.Gov* registration deadline is March 21, 2006.

Deadline: Application

The due date for applying for funding under this announcement is March 21, 2006.

Eligibility

Both profit-making and nonprofit organizations may apply for funds. However, consistent with OJP fiscal requirements, for-profit organizations are not allowed to make a profit as a result of this award or charge a management fee for the performance of this award.

Faith-Based and Other Community Organizations: Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious

activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section under "Additional Requirements" in this announcement.

Project Specific Information

Since 1988, the Bureau of Justice Statistics (BJS) has sponsored a biennial data collection on the processing of felony defendants in the State courts of the Nation's 75 most populous counties. The 75 largest counties account for about 37% of the U.S. population and according to the FBI's Uniform Crime Reports, about half of all reported serious violent crimes in the United States.

Previously known as the National Pretrial Reporting Program, this data collection series was renamed the State Court Processing Statistics (SCPS) program in 1994 to better reflect the wide range of data elements collected. Approximately 15,000 felony cases filed during the month of May in 40 of the Nation's 75 largest counties are tracked for up to 1 year with data collected on a variety of felony case processing characteristics. These include the types of arrest charges filed against felony defendants; conditions of pretrial release including bail amounts and type of release bonds; and pretrial misconduct including court appearance record, violations of release conditions; and re-arrests committed while on pretrial release. The adjudication outcomes encompassing the dismissal, diversion, guilty plea, and trial conviction rates for felony defendants are also recorded. For those defendants convicted, sentencing data are collected. The SCPS project also obtains data on the defendant's demographic characteristics; criminal justice status at the time of arrest; and prior arrests, convictions, and incarcerations. SCPS collects information from court records, jail information systems, pretrial agencies, prosecutor offices, and State administered criminal history repositories on individual felony cases filed in 40 of the Nation's 75 most populous counties.

The SCPS data have been used to generate several BJS reports on felony case processing in the Nation's 75 most populous counties. The most recent SCPS report is titled "Felony Defendants in Large Urban Counties, 2002." This and earlier BJS reports on felony case processing in large urban counties can be accessed at the following Internet link <http://www.ojp.usdoj.gov/bjs/periodic.htm>.

There is no other authoritative or comprehensive source about felony defendants or felony case processing in large urban counties. Pretrial practitioners, bail bondsmen, criminal justice policymakers, district attorneys, state courts, lawmakers, academics, journalists, and members of the public routinely use the SCPS data. This survey provides the only source of this essential information at a national level.

Scope of Work

The objective of this project is to complete data collection for the 2006 State Court Processing Statistics (SCPS) project. This includes contacting and working with justice

agency staff located in a representative sample of the Nation's 75 most populous counties; finalizing the data collection instrument in partnership with BJS; selecting the felony cases filed in May 2006 in the 40 selected counties; tracking these cases for one year; and collecting, verifying, coding, and entering these felony cases into an electronic format. The grantee will deliver the final data set with documentation to BJS. The project will be completed within 24 months of the start date and no additional funds will be made available above the initial grant award. In preparing proposals for this solicitation, applicants are strongly encouraged to review the datasets and statistical reports from "Felony Defendants in Large Urban Counties" reports, available on the BJS website at <http://www.ojp.usdoj.gov/bjs/periodic.htm>. BJS will obtain clearance for this data collection from the Office of Management and Budget (OMB) under the Paperwork Reduction Act.

The data collection agent will have routine contact with the courts, pretrial agencies, jails, and State criminal history record offices in the sampled counties and must be knowledgeable of the various areas of felony case processing in large urban jurisdictions. The recipient of funds will:

1. Develop a detailed timetable for each task in the project. Data collection should begin in June 2006 and will be completed within the twenty-four month project period (June 2008). After the BJS project manager has agreed to the timetable, all work must be completed as scheduled.
2. The grantee will complete a data collection form for every felony case filed on certain randomly selected business days in May 2006 in a sample of 40 of the Nation's 75 largest counties. The number of days sampled will depend upon which of the 4 strata the 40 selected counties are located. Strata one counties will provide felony filing data for five randomly selected business days, strata two and three counties will provide felony filing data for 10 randomly selected business days, and strata four counties will provide felony filing data for 20 randomly selected business during the month of May 2006. The grantee will determine which randomly selected business days will be used to collect information on felony cases. Data from jurisdictions that are not required to provide a full month of felony filing data will be weighted to represent the full month. Please contact Thomas H. Cohen to obtain a list of the 40 sampled counties and the stratum in which they are placed.
3. Provide a final review of the data collection instrument drafted by BJS for form and content.
4. Track the approximately 15,000 sampled felony cases until case disposition or for one year after the initial filing. If necessary, murder cases will be tracked for an additional year. Information on these cases will be coded onto the data collection instrument. This process may entail training and compensating court, pretrial, or jail staff to assist with the data collection.
5. Write profiles of the sampled counties including population demographics, the criminal court structure, primary felony charging procedures, case management systems, pretrial release programs, prosecutor screening procedures, and indigent defense program characteristics.

6. Create and maintain a website which respondents can use to submit their data. Electronic submission of data will be the preferred method of response, and respondents should be encouraged to use this method. The web-based collection shall provide security control through password protection for respondents submitting data.
7. Implement and maintain an automated tracking system to provide ongoing status of data collection in each of the sampled counties. Respondents' method of response (website, mail, or fax) should be included in this system. The automated tracking system should remain current and accessible to the BJS project monitor at all times.
8. Deliver to BJS an electronic version of the data in SPSS format and supporting documentation. Documentation should include, but is not limited to, a comprehensive codebook detailing variable positions; data coding; variable and value labels; procedures for data verification; any recoding implemented during the data cleaning process; and copies of all programs used to generate data or published statistics. All data and documentation will be posted on the BJS website, and data will be archived at the Inter-University Consortium for Political and Social Research (ICPSR). BJS retains all rights to exclusive use of the data until BJS releases the public use dataset, which will be available to the public via the Internet and at the National Criminal Justice Archives at the University of Michigan. No release or use of the data (including presentations and publications) prior to the release of the public use dataset can take place without written permission of the BJS director. No part of the dataset nor any draft reports are to be provided for outside expert review without written permission from BJS.

Funding Information

OJP awards are subject to the availability of appropriated funds. Based on availability of funds, BJS anticipates making one award for a 24-month period under this solicitation.

Match Requirements

Consistent with established BJS data quality standards, BJS has determined that based on the nature of deliverables, it is not feasible to require the award recipient to contribute money, facilities, or services to carry out the purposes for which the grant is sought. Therefore, there is not a match requirement.

Performance Measures

To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this solicitation notifies applicants that they are required to provide performance data used to measure the results of the programs implemented with this grant, as well as contribute to the achievements of BJS's overall statistical program. BJS's mission is to produce and disseminate accurate, objective, and independent national statistics. OJP/BJS is responsible for measuring the relevance, utility, and accessibility of its information by the following outcomes: (1) demand for statistical data, and (2) utilization of the data. To ensure accountability of these data, for which OJP is responsible, the following performance measures are provided:

Program Objective	Performance Measures	Indicators to Assess Performance
To collect administrative pretrial, court, jail, and criminal history data on felony cases processed in a sample of 40 of the Nation's 75 most populous counties in 2006.	<p data-bbox="625 264 963 359">Quality of data (accuracy, validity, and reliability of data)</p> <p data-bbox="625 663 867 695">Timeliness of data</p>	<p data-bbox="1019 264 1382 394">Minimum number of missing or inconsistent data in data file (Target: 5% or less).</p> <p data-bbox="1019 432 1360 594">Post-validation follow-up rate (Target: 1% or less of respondents require post-validation follow-up and error correction).</p> <p data-bbox="1019 663 1382 789">Time from the initiation of the collection to close of the reference period (Target: 24 months).</p>

How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative -- 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.

Grants.Gov Instructions: Complete instructions can be found at "How to Apply through Grants.gov" at <http://www.ojp.usdoj.gov/bjs/pub/html/howtoapply.htm>. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.734, titled "2006 State Court Process Statistics," and the funding opportunity number is 2006-BJS-1342.

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. 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. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

What an Application Must Include

When applying for Federal funding, applicants must provide the following:

Applicant must complete the Application for Federal Assistance (SF-424), a standard form that most federal agencies use.

Attachment 1 - **Budget detail worksheet and budget narrative.** The Budget Detailed Worksheet may be found through the Internet at http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf, OJP Standard Forms & Instructions. The OJP Financial Guide, which governs the administration of funds, contains information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records, is available on the OJP website at <http://www.ojp.usdoj.gov/FinGuide>. If you have any questions, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

Attachment 2 - **Project Narrative.** The project narrative should describe activities as discussed in the Scope of Work and address the evaluation criteria. The project narrative should contain a detailed time line for project activities, a description of the survey methodology to be used including defined geographic boundaries, data collection method, data entry, and data documentation procedures.

Attachment 3 - **Other Program Requirements (Key staff information, Privacy Certification, and Human Subjects Protection Certification of Compliance).** 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; 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; and an identification by name of all key personnel with decision making authority.

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://www.ojp.usdoj.gov/bjs/pub/pdf/bjsmpc.pdf>).

Protection of Human Subjects. 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://www.ojp.usdoj.gov/bjs/pub/pdf/bjssspshs.pdf>.

Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace. Applicants are required to review and check off the box on the certification form included in their online application process. This form commits the applicant to compliance 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)."

Selection Criteria

Proposals should 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.

The applicant will be evaluated on the basis of:

1. Ability to complete the Scope of Work with documented evidence of research expertise and experience in sample design, objective data gathering, data coding, entry and verification, project documentation, and the production of public use data files. 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.
2. Knowledge of relevant issues related to the collection of detailed felony case processing data including current arrest charges, demographic characteristics, prior arrests and convictions, criminal justice status at arrest, type of pretrial release or detention, bail amount, court appearance record, adjudication outcome, and sentencing. Applicants should be familiar with the findings from the BJS reports produced from prior State Court Processing Statistics (SCPS) data collections. Copies of these reports titled "Felony Defendants in Large Urban Counties" are available from the BJS website <http://www.ojp.usdoj.gov/bjs/periodic.htm> or the National Criminal Justice Reference Service at 1-800-851-3420. The application should include a summary of key findings from these reports and outline how the current project would gather similar types of information for comparative purposes.
3. Demonstrated ability to secure cooperation of courts, pretrial agencies, prosecutor offices, local jails, and State criminal history departments in the counties sampled for project participation.
4. 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.

Review Process

Applications will be reviewed competitively with the final award decision made by the Director of BJS. The applicant will be evaluated based on the requirements mentioned under the Selection Criteria.

Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) compliance (if applicable)
- DOJ Information Technology Standards
- Rights in Intellectual Property (if applicable)
- Compliance with Office of the Comptroller Financial Guide

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each requirement can be found at <http://www.ojp.usdoj.gov/otherrequirements.htm>.