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The U.S. Department of Justice, Office of Justice Programs, **Bureau of Justice Statistics** is pleased to announce that it is seeking applications for funding to administer the *2006 Survey of Law Enforcement Gang Units* 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 Bureau'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 Survey of Law Enforcement Gang Units**

### **Eligibility**

Applications for funds may be submitted by both for profit and non profit organizations.  
(See additional eligibility requirements on page 3)

### **Deadline**

All applications are due by 8:00 p.m. eastern time on May 29, 2006.  
(See "Deadline: Applications," page 3)

### **Contact Information**

For assistance with the requirements of this solicitation, contact Matthew J. Hickman, Statistician, at 202-353-1631.

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-1373

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## **2006 Survey of Law Enforcement Gang Units CFDA Number 16.734**

### **Overview**

The purpose of this award is to provide funding to administer the 2006 Survey of Law Enforcement Gang Units. This survey will obtain information about the operations, workload, policies, and procedures of gang units in large law enforcement agencies (those having 100 or more officers). A draft data collection instrument and preliminary respondent list will be provided by BJS. BJS anticipates making one award for a 12-month period under this solicitation. BJS is authorized to issue this solicitation under the Omnibus Crime Control and Safe Streets Act of 1968, Section 302, as amended (42 USC Section 3732).

### **Deadline: Registration**

The *Grants.Gov* registration deadline is May 29, 2006.

### **Deadline: Application**

The due date for applying for funding under this announcement is May 29, 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**

Law enforcement agencies are frequently the first line of response to gang problems experienced in jurisdictions across the nation. As such, police are primary consumers of information about how law enforcement agencies are organized to deal with gangs and the kinds of gang prevention tactics employed. In order to expand our knowledge of law enforcement gang prevention activities, BJS will conduct a survey of gang units in large State and local law enforcement agencies. For purposes of this solicitation, a “gang unit” is defined as a special unit staffed with full-time personnel, whose primary focus is gang activity and the law enforcement response to gangs. A “large” agency is defined as an agency having 100 or more officers.

Based on the most recent available data from the Law Enforcement Management and Administrative Statistics (LEMAS) program, it is estimated that there are about 350 large agencies having a special gang unit staffed with full-time personnel. Little is presently known about the operations of these gang units on a national scale. The 2006 Survey of Law Enforcement Gang Units will focus on the operations, workload, policies, and procedures of these gang units. Information collected will include several summary measures of gang activity in the agencies’ jurisdictions, with the goal of producing some standardized metrics with which to compare jurisdictions.

This project will be coordinated with the Bureau of Justice Assistance (BJA), and where applicable the Office of Juvenile Justice and Delinquency Prevention (OJJDP), to ensure that survey content is relevant to the development and implementation of gang crime prevention programs at the State and local levels.

### **Scope of Work**

The objective of this project is to complete data collection for the 2006 Survey of Law Enforcement Gang Units. This includes extensive follow-up, data verification, data entry, and delivery of a final data set and documentation. The data collection instrument and preliminary respondent list will be provided by BJS. In preparing proposals for this solicitation, applicants are strongly encouraged to review the data collection instruments, datasets, and statistical reports from the LEMAS program, available on the BJS website at [www.ojp.usdoj.gov/bjs](http://www.ojp.usdoj.gov/bjs).

The data collection agent will have routine contact with State and local law enforcement agencies and must be knowledgeable in the areas of gangs, law enforcement, and the criminal justice system. The recipient of funds will:

1. Develop a detailed timetable for each task in the project. Project tasks should begin in Summer 2006 and be completed within the 12-month project period. After the BJS project manager has agreed to the timetable, all work must be completed as scheduled.
2. Organize at least one meeting of gang experts (to include academic researchers, law enforcement professionals, and others) for the purpose of consultation on the

development, review, and pre-testing of data collection instruments. An initial draft instrument will be provided by BJS.

3. Conduct a minimum of five site-visits with law enforcement agency gang units. The purpose of the site visits will be to observe and interview key personnel in order to gain a greater understanding of their operations. The site visits could be coordinated with survey pretesting activities. Site visits will include BJS staff.

4. Verify and update (as needed) the names, addresses, and appropriate contact from the respondent list provided by BJS. Using available information sources (including any experience with specific law enforcement agencies, commercial databases, membership lists of professional associations, academic researchers specializing in gang research, law enforcement professionals, and other sources), conduct a search for any additional gang units not on the respondent list provided by BJS.

5. Mail surveys to respondents and provide extensive follow-up to respondents that require assistance, clarification, or encouragement to complete the survey. This may involve multiple follow-up telephone calls, re-mailing or re-faxing surveys, and e-mail correspondence.

6. Create and maintain a website which respondents can use to submit their data. Electronic submission will be the preferred method of response and respondents should be encouraged to use this method.

7. Implement and maintain an automated 'real-time' system to provide ongoing status of each survey respondent, complete documentation, and an inventory of follow-up communication and procedures for each case. Respondents' method of response (website, mail, fax, or phone) shall be included in this system. This automated tracking system should remain current and accessible to the BJS project monitor at all times.

8. Identify techniques necessary to achieve a 95% or better survey response rate and item response rates specified in the "Performance Measures" section below.

9. Deliver to BJS electronic versions of the survey data, and documentation on diskette and in ASCII file 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, 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).

### **Funding Information**

OJP awards are subject to the availability of appropriated funds. Based on availability of funds, BJS anticipates making one award for a 12-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 no 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 overall statistical program. BJS’ mission is to produce and disseminate accurate, objective, and independent national statistics on crime and the administration of justice and to assist States, local and tribal governments in the improvement of criminal justice record keeping. 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:

<b>Program Objective</b>	<b>Performance Measures</b>	<b>Indicators to Assess Performance</b>
<p>To conduct a survey of gang units in large State and local law enforcement agencies, and to collect information pertaining to the personnel, operations, workload, policies, and procedures of these units.</p>	<p>Quality of data (accuracy, validity, and reliability of data)</p>	<p>Achieve a 95% or better survey response rate. (target: 95% or better. A response rate lower than the 95% threshold is unacceptable.)</p> <p>Minimum number of missing or inconsistent data in data file (target: 1% on function items, overall personnel items, and overall workload items, a minimum 5% on detailed personnel and workload items, and a minimum 10% or less on other items).</p> <p>Post validation follow-up rate (target: 1% or less of respondents require post-validation follow-up and error correction).</p>

	Timeliness of data	Time from initiation of the data collection to close of the reference period (target: 9 months).
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## 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 Survey of Law Enforcement Gang Units,” and the funding opportunity number is 2006-BJS-1373.

**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:

- Standard Form 424
- Attachment #1: Budget Detail Worksheet and Budget Narrative
- Attachment #2: Program Narrative
- Additional Attachments: Other Program Requirements
- Indirect Cost Rate Agreement (if applicable)

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](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 - Program 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.

**Additional Attachments - 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 decisionmaking 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/bjsspsphs.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.

Applications will be reviewed competitively with the final award decision made by the Director of BJS. The applicant will be evaluated on the basis of:



1. Content of the proposal and how it addresses the tasks in the Scope of Work.
2. Demonstrated knowledge of applied survey research, including survey construction, interview techniques, data collection, data coding, entry and verification, 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.
3. Demonstrated ability and experience in collecting data from a large number of criminal justice related agencies or similar entities.
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
- Single Point of Contact Review
- Criminal Penalty for False Statements
- Suspension or Termination of Funding

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>.