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

# BJS Program Application Kit

## Fiscal Year 1991

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# **BJS Program Application Kit Fiscal Year 1991**

**April 1991, NCJ-128413**

128413

U.S. Department of Justice  
National Institute of Justice

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## U.S. Department of Justice

### Bureau of Justice Statistics

Washington, D.C. 20531

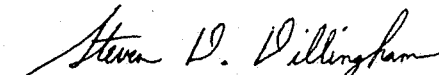
The Bureau of Justice Statistics (BJS) is announcing the following five programs for which applications may be made:

- (1) State-level Criminal Justice Statistical Analysis Center (SAC-1) Program (pages 1-7);
- (2) Analytic Projects for State-level Criminal Justice Statistical Analysis Centers (SAC-2) (pages 8-12);
- (3) National Incident-Based Reporting System (NIBRS) Program (pages 13-19);
- (4) Criminal History Record Improvement (CHRI) Program (pages 20-28); and
- (5) Continuation of the Federal Justice Statistics Program (pages 29-34).

The cooperative agreement for the Federal Justice Statistics Program is the only BJS program not designated for state agencies that will be competitively awarded in this fiscal year. This program involves linking the data bases of several Federal agencies into an integrated data base for purposes of tracking criminal cases through the Federal justice system, analyzing case flow, and conducting special studies. The other four BJS programs are continuation activities designated for award only to eligible State agencies.

The program announcement for the Federal Justice Statistics Program was published in the Federal Register on February 21, 1991 and the availability of this application kit was announced in the Federal Register on February 25, 1991. The Criminal History Record Improvement (CHRI) program, a continuing program first announced in the Federal Register on May 23, 1990, was scheduled for publication again in the Federal Register on March 15, 1991.

The SAC-1, SAC-2, and NIBRS programs, also continuing programs, have single eligible applicant agencies within each State. For the SAC programs, the State Statistical Analysis Centers (SACs) are the eligible award recipients. Those state agencies responsible for the State Uniform Crime Reporting (UCR) Program are the eligible award recipients for the NIBRS program. For these three programs, announcements are sent by the BJS Director to the relevant State agencies.

  
Steven D. Dillingham, Ph.D.  
Director, BJS

**ACTION** The Office of Justice Programs, Bureau of Justice Statistics is soliciting FY 1991 applications from State Statistical Analysis Centers for the following State-level criminal justice statistical program.

**AGENCY** Bureau of Justice Statistics (BJS)

**STATUS** Continuing program

**TITLE** State-level Statistical Analysis Centers in Criminal Justice (SAC-1)

**PURPOSE** The purpose of this program is to provide partial support to State governments for the establishment and operation of State-level centers for the analysis of statistics on crime and criminal justice.

**BACKGROUND**

In the United States, the preponderance of criminal justice activity takes place at State and local levels of government. Without the systematic collection and analysis of data on these activities, the Bureau of Justice Statistics (BJS) would be unable to comply with its mandate to publish and disseminate statistical information on crime and the operation of the criminal justice system. State and local governments also need the same data for policy analysis, planning, and conducting their criminal justice operations and evaluations.

BJS is specifically authorized by statute (42 U.S.C. 3732) to provide assistance in the development of State and local government justice information systems, and mandated to give primary emphasis to the problems of State and local justice systems (42 U.S.C. 3731). BJS works in cooperation with the States primarily through a network of State Statistical Analysis Centers (SACs). These Centers were established with support from BJS and its predecessor agency the National Criminal Justice Information and Statistics Service (NCJISS), a division of the Law Enforcement Assistance Administration (LEAA). Currently, there are SACs in 46 States, the District of Columbia, Puerto Rico, the Virgin Islands, and the Northern Marianas Islands. This program may provide funding for the establishment of new SACs in States that do not have them, and may provide partial funding for established SACs.

**GOALS AND OBJECTIVES**

**Goals of the State Statistical Analysis Center (SAC) Program:**

- 1) To enhance the capabilities of the States in developing

policy-relevant statistical information to meet their own needs;

- 2) To make maximum use of State statistical organizations and State-level data by BJS; and
- 3) To provide a mechanism which allows BJS to give primary emphasis to the problems of State and local justice systems.

**Objectives/Functions of the State Analysis Centers (SACs):**

- 1) To collect, analyze, interpret data on criminal justice in the State;
- 2) To produce statistical reports on crime, criminal offenders and the criminal justice system;
- 3) To provide and coordinate technical assistance to State and local criminal justice agencies and the courts in statistics and related areas;
- 4) To provide State and local governments with access to Federal resources in criminal justice statistical information;
- 5) To promote the development of criminal justice statistical systems in the State;
- 6) To provide a central contact point in the State for BJS and other criminal justice practitioners and to serve as a dissemination point for statistical products and technology;
- 7) To provide information to BJS describing data sets in the State that can be used for statistical purposes; and
- 8) To provide data to BJS for multi-state and national compilations.

**PROGRAM STRATEGY: Activities and Funding Levels**

The SAC program has two essential components: (1) financial support of newly-created SACs until funding is assumed by the State government; and (2) partial support as a supplement to State funding for the established SACs.

**New Statistical Analysis Centers (SACs):**

For this program, a new SAC is defined as a SAC that is in the process of being created and is in a State that has not received

the maximum allowable funds in this or previous BJS or National Criminal Justice Information and Statistics Service (NCJISS) programs designed to establish SACs. For Fiscal Year 1991, States eligible to receive new SAC funds are Tennessee, West Virginia, and Wyoming. The annual award amount for a new SAC will depend upon the scope of the SAC's activities and will not exceed \$150,000.

If a new SAC is operating effectively in the judgement of BJS, it is eligible for 2 additional years of funding at levels above the normal annual rate of \$50,000. Funding by the State must begin no later than the fourth year of the SAC's operation. The SAC must be authorized by legislation by the end of the fourth year. If necessary in the transition to State funding in the fourth year, an additional award may be made, not exceeding half of the previous annual amount.

#### **Support for Established SACs:**

All awards will be made as cooperative agreements. The maximum annual amount is \$50,000 (larger amounts are available for new SACs). Activities in this program will include:

- 1) Establishing and maintaining contacts with State criminal justice agencies, the courts, and local governments and their criminal justice agencies;
- 2) Assisting this clientele in defining their needs for specific statistical and other information for the planning, implementation, and evaluation of criminal justice programs;
- 3) Providing technical assistance in the interpretation and utilization of statistical information;
- 4) Maintaining contact with BJS to determine the availability of information from BJS and other Federal sources;
- 5) Advising BJS of the State's needs relative to statistical data in criminal justice;
- 6) Providing data to BJS for national compilations; and
- 7) Collecting, analyzing, and publishing criminal justice data.

Travel funds for this program should be used primarily for such activities within the State as data collection, providing technical assistance and training, liaison with other criminal justice agencies, and conducting statistical analysis. Limited travel funds may also be used for out-of-state training or attendance at appropriate conferences. Travel for SAC personnel

to attend Criminal Justice Statistics Association (CJSA) conferences is limited to one conference each year. Considering the amount of funds available for each State, the use of program funds for indirect cost is not encouraged. Limited grant funds should be used to achieve program objectives.

**\*\*Please note that those SACs already in the JS-1 program, (a former program providing funding for certain new SACs for 3 years, with the possibility of a fourth year of partial funding), will not be affected by its termination. Any SAC with an active grant in the JS-1 program on September 30, 1988 is eligible for any additional awards (same number of years and same dollar amounts) that would have been available in the JS-1 program. Such awards will be made as part of the current SAC-1 program and the requirements of this program will apply.**

#### **ELIGIBILITY AND APPLICATION REQUIREMENTS:**

The SAC must be authorized by State legislation or by executive order, preferably the former. In the case of a new SAC, authorization by executive order is acceptable initially, but legislative authorization must be obtained within 4 years of the SAC's establishment.

The SAC must be a nonpartisan professional organization which serves all branches of the criminal justice system and all levels of government in the State as well as the general public. Objectivity, independence, and visibility should be important considerations in determining its placement in the State government. It is generally desirable that the SAC not be part of an agency that has line responsibilities in criminal justice programs. If the SAC is located in such an agency, special provisions must be made to ensure the SAC's objectivity, independence, and visibility. These provisions must be documented in each application for funding in this program. Examples of such provisions are letters of agreement from agencies that deal with other aspects of criminal justice in the State, or a SAC advisory board that includes policy-level officials of such agencies. The SAC must inform BJS of any substantive changes in these provisions, such as changes in the advisory board's structure or revisions in the scope of letters of agreement.

The SAC must be staffed by professionals who are skilled in the statistical treatment of data for policy analysis and who are familiar with the factors, issues, and processes that are involved in crime and the criminal justice system. Each application must identify the director of the SAC and other key personnel and must provide brief summaries of their qualifications. (However, a duplicate qualification summary need not be provided if it was submitted as part of an earlier application.) In the case of positions that are vacant, the job descriptions must be provided.

If a vacancy occurs in the SAC directorship after an award is made, the recipient agency will be required to notify BJS, and to submit to BJS the position description and required qualifications that will be used in recruiting a replacement. When a replacement is designated, a resume of his or her qualifications must be submitted to BJS for approval.

#### **CRITERIA FOR REVIEW AND SELECTION**

In making decisions pertaining to the award of funds in this program, BJS will be sole judge of whether or not the SAC meets applicable requirements and whether or not it is operating satisfactorily and conforms to all applicable Federal and State requirements. Final authority on funding decisions is vested in the Director of the Bureau of Justice Statistics. The criteria for review and selection include:

- 1) Organizational integrity and technical competence of the applicant;
- 2) Experience of applicant's personnel in similar work;
- 3) Technical soundness and completeness of the proposed approach;
- 4) Appropriateness of the project schedule and budget; and
- 5) Past record of applicant's performance with previous awards in this program, including quality of work, completeness, and adherence to schedules.

#### **AWARD AND APPLICATION PROCEDURES**

##### **Schedules and Award Cycles:**

Awards will be made on a year-to-year basis. Generally each award will run for 1 year, but BJS may, with the concurrence of the applicant, make some awards for longer or shorter time periods, usually with pro-rated dollar amounts.

Applications may be submitted at any time; there is no calendar deadline. Applications should be submitted to BJS at least 90 days before the requested starting date for the first award to a SAC or for a continuation funding. However, BJS generally will not make awards during the last quarter of the Federal fiscal year, July 1 through September 30. If a starting date during that period is desired, the application must be received by BJS no later than the preceding April 30. If the application is received after April 30, the award may be deferred until the next fiscal year, beginning in October.



No-cost extensions may be granted by BJS for good cause (for example, under-spending due to an unavoidable staff vacancy). Extensions should be requested in writing at least 30 days in advance of the award's scheduled expiration date; requests that are received later may not be approved. BJS will not approve any extension of more than 1 year beyond the original expiration date of the award.

At the option of BJS, continuation funding for a SAC may be awarded either as a supplement to the existing cooperative agreement or as a new cooperative agreement. However, no single cooperative agreement (initial award plus supplements) will be allowed to be active for a total of more than 3 years. After the second supplementary award (or after 3 years have elapsed since the start of the initial award, if that occurs sooner), the next award will be made as a new cooperative agreement.

To ensure that the SAC national program realizes its objectives in the most productive manner, the recipient of BJS funds must agree to assist in any evaluation efforts associated with this program. Such evaluation activities should not result in any significant or unreasonable costs or burdens on the recipients that would interfere with the performance of this cooperative agreement.

#### **Application Process:**

Prospective applicants should contact BJS if further information is needed. Prior contact with BJS is required before submitting the first application for funding as a new SAC. The BJS SAC-1 Program Coordinator is:

Bernard E. Shipley, Program Manager  
Bureau of Justice Statistics  
U.S. Department of Justice  
Washington, D.C. 20531  
Phone: (202) 307-0770

The following applications and certifications are required for submission:

- o Standard Form 424 (REV 4/88), "Application for Federal Assistance", (previous editions of this form are not usable);
- o OJP Form 4061/2 (REV 2/89), "Certification Regarding Debarment, Suspension, and Other Responsibility Matters, Primary Covered Transactions (Direct Recipient)"; and

- o OJP Form 4061/3 (REV 2/89), "Certification Regarding Drug-Free Workplace Requirements, Grantees Other than Individuals".

All certifications must be submitted with each new application. Copies of these forms are available from the address below. The original plus 3 copies of all forms should be mailed to:

Applications Coordinator  
Bureau of Justice Statistics  
633 Indiana Ave., N.W.  
Washington, D.C. 20531

**ADDITIONAL INFORMATION**

Specific information regarding the Intergovernmental Review of Federal Programs is contained within Appendix A of this Application Kit.

**ACTION** The Office of Justice Programs, Bureau of Justice Statistics is soliciting FY 1991 applications from State Statistical Analysis Centers for the following State-level criminal justice statistical program.

**AGENCY** Bureau of Justice Statistics (BJS)

**STATUS** Continuing program

**TITLE** Analytic Projects for State-level Criminal Justice Statistical Analysis Centers (SAC-2)

**PURPOSE** The purpose of this program is to provide support to State Statistical Analysis Centers (SAC) for the investigation of special issues in criminal justice and the development of statistical methods and techniques for analyzing them. Awards will be made to the States on a competitive basis.

#### **BACKGROUND**

In the United States, the preponderance of criminal justice activity takes place at State and local levels of government. Without the systematic collection and analysis of data on these activities, the Bureau of Justice Statistics (BJS) would be unable to comply with its mandate to publish and disseminate statistical information on crime and the operation of the criminal justice system. State and local governments also need the same data for policy analysis, planning, and conducting their criminal justice operations and evaluations.

BJS is specifically authorized by statute (42 U.S.C. 3732) to provide assistance in the development of State and local government justice information systems, and mandated to give primary emphasis to the problems of State and local justice systems (42 U.S.C. 3731). BJS works in cooperation with the States primarily through a network of State Statistical Analysis Centers (SACs). Currently, there are SACs in 46 States, the District of Columbia, Puerto Rico, the Virgin Islands, and the Northern Marianas Islands.

#### **GOALS AND OBJECTIVES**

##### **Goals of the SAC-2 Program:**

- 1) To support the State SACs in developing statistical information to meet policy-relevant needs;
- 2) To make maximum use of State statistical organizations and State-level data by BJS for Federal and State purposes; and

- 3) To provide a mechanism which allows BJS to support statistical research regarding issues and problems of State and local justice systems.

#### **Objectives of the State SAC Analytic Projects:**

- 1) To select a statistically-oriented criminal justice issue or problem that is of importance to the State and is of significance on a national or State level;
- 2) To collect and analyze the data as relevant to the topic being addressed; and
- 3) To produce a report, including any other appropriate documentation, that describes the results of the work and is useful to others addressing the issue.

#### **PROGRAM STRATEGY**

The applicant will choose the subject to be investigated. Although the subject can be focused on any aspect of criminal justice, an application which deals with a particular issue having to do with law enforcement or prosecution will be given priority. Examples of law enforcement topics would include an examination of the exodus of persons from middle and top level management positions and the problems of recruiting, salary and fringe benefit scales of police and sheriffs' departments, or replications at the State-level of the BJS Law Enforcement Management and Administrative Statistics Survey. Examples of prosecution topics include prosecution of drug traffickers and others under Racketeer Influenced Corrupt Organizations (RICO) statutes, cases of violent crime not successfully prosecuted because of the exclusionary rule, or replications at the State-level of the BJS National Prosecutors Survey Program. It must be a statistically-oriented issue or problem that is important to the State and is also significant nationally or to other States.

The proposed investigation to be submitted should include the following components:

- 1) An assessment of the criminal justice-related problem or issue, with consideration given to work done by other States in addressing similar issues;
- 2) Determination of the availability of data and means by which it can be collected;
- 3) Estimates of the expected reliability and completeness of the data;

- 4) Development and application of methods of analyzing and interpreting the data for maximum usefulness in making policy decisions; and
- 5) A description of the anticipated scope and contents of the final report.

#### **Final Product:**

The final product of the project will be a report, along with any other appropriate documentation, that describes the results of the work and is suitable for use by others in addressing the issue. Three (3) copies will be forwarded to BJS. Additional copies will be provided to the Criminal Justice Statistics Association and the National Criminal Justice Reference Service in accordance with their needs.

#### **ELIGIBILITY AND REQUIREMENTS**

A SAC is the only entity eligible to apply for funds under this program. It must meet the requirements for a SAC as specified in the BJS announcement for Program SAC-1, "Support for State-Level Statistical Analysis Centers in Criminal Justice."

It is anticipated that the work on projects in this program will be done by the SAC's staff in most cases. However, it is permissible for some or all of the work to be performed under the SAC's overall direction by other persons or organizations; examples are other State agencies, universities, nonprofit research firms, and private consultants. If this is contemplated and the identity of the persons or organizations is known, the application must describe their qualifications for doing the work.

#### **CRITERIA FOR REVIEW AND SELECTION**

Applications will be evaluated competitively by BJS to determine which ones will be funded. The final decision will be made by the Director of BJS. The criteria for selection will include:

- 1) Significance and importance of the issue being addressed;
- 2) Organizational integrity and technical competence of the applicant;
- 3) Experience of applicant's personnel in similar work;
- 4) Any previous work by applicant in addressing the issue;

- 5) Technical soundness and completeness of the proposed approach;
- 6) Appropriateness of the project schedule and budget;
- 7) Potential usefulness of the final products to BJS and other States; and
- 8) Performance of the applicant with previous awards in this program or in the earlier JS-8 program, including quality of work, completeness, and adherence to schedules. A past record of excessive delays or extensions will be weighted heavily against an applicant.

#### **AWARD AND APPLICATION PROCEDURES**

##### **Awards and Funding Level:**

It is anticipated that 4 - 6 awards will be made; BJS may elect to make fewer awards or none. Awards will be made as cooperative agreements. Funding levels will depend upon the scope of work, not exceeding \$50,000 per award, with a maximum duration of 1 year. The project should be completed in 1 year; BJS will not provide continuation funding.

A SAC that wishes to compete for awards covering more than one issue may submit a separate application for each one. However, BJS's general policy will be to make no more than one award to any SAC. Exceptions will be considered only if a SAC has submitted 2 or more applications that are judged by BJS to be exceptionally meritorious, and if the SAC demonstrates that it has the capability of conducting the projects concurrently.

If the SACs in 2 or more States propose to work jointly as a team in addressing an issue, BJS will consider the treatment of their applications as a single competitive entry. Each SAC will be eligible for an award of up to \$50,000.

##### **Application Process:**

Applications must be received by BJS no later than June 1, 1991. It is anticipated that awards will be made approximately 3 to 4 months after that date.

Prospective applicants are encouraged to contact BJS if further information is needed. The BJS SAC-2 Program Coordinator is:

Paul D. White, Program Manager  
Bureau of Justice Statistics

U.S. Department of Justice  
Washington, D.C. 20531  
Phone: (202) 307-0770

The following applications and certifications are required for submission:

- o Standard Form 424 (REV 4/88), "Application for Federal Assistance" (previous editions of this form are not usable);
- o OJP Form 4061/2 (REV 2/89), "Certification Regarding Debarment, Suspension, and Other Responsibility Matters, Primary Covered Transactions (Direct Recipient)"; and
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All certifications must be submitted with each new application. Copies of these forms are available from the address below. The original plus 3 copies of all forms should be mailed to:

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Washington, D.C. 20531

#### **ADDITIONAL INFORMATION**

Specific information regarding the Intergovernmental Review of Federal Programs is contained within the Appendix A of this Application Kit.

**ACTION** The Office of Justice Programs, Bureau of Justice Statistics is soliciting FY 1991 applications from State Uniform Crime Reporting (UCR) Programs for the following State-level program.

**AGENCY** Bureau of Justice Statistics (BJS)

**STATUS** Continuing program

**TITLE** Implementation of the National Incident-Based Reporting System (NIBRS) Program

**PURPOSE** The purpose of this program is to provide support from the Bureau of Justice Statistics to assist State UCR Programs in their implementation of recent changes in the National UCR program of the Federal Bureau of Investigation, hereafter referred to as the National Incident-Based Reporting System Program.

#### **BACKGROUND**

Since the establishment of the Uniform Crime Reporting (UCR) Program in 1930, the volume, diversity, and complexity of crime steadily increased while the UCR Program remained virtually unchanged. Recognizing the need to address crime's growing challenge, the law enforcement community in the late 1970s called for a thorough study of the UCR Program with the objective of revising the Program to meet law enforcement's needs into the 21st Century. The National Incident-Based Reporting System (NIBRS) is the result of that study, and its purpose is to satisfy those needs. The guidelines and specifications for NIBRS are the product of a long process of repeated review and practical testing.

#### **GOAL AND OBJECTIVES**

The goal of BJS' National Incident-Based Reporting System Funding Program is:

- 1) To provide financial assistance to existing State Uniform Crime Reporting Programs in order that they and their contributing agencies can meet the reporting standards of the FBI's National Incident-Based Reporting System.

#### **Objectives of State UCR Programs Implementing NIBRS:**

To produce and utilize a data system including:

- 1) An increased degree of detail in reporting which will focus on incident-based reporting, as opposed to summary reporting;



- 2) The inclusion of offenses in two categories, Group A and Group B (refer to NIBRS technical documents for more information);
- 3) The use of new and revised offense definitions;
- 4) The utilization of the newly-established three-character UCR offense codes;
- 5) The elimination of the Hierarchy Rule, whereby if more than one crime was committed by the same person or group of persons and the time and space intervals separating them were insignificant, all of the crimes are reported as offenses within the same incident;
- 6) A greater degree of specificity in reporting, whereby breakdowns can be made using the details of crime incidents; and
- 7) Other requirements, as addressed in the NIBRS technical documents. Please refer to "National Incident-Based Reporting System, Volume I: Data Collection Guidelines" and "Volume II: Data Submission Specifications".

#### **PROGRAM STRATEGY**

An indispensable tool in the war against crime is the ability to identify with precision when and where crime takes place, what form it takes, and the characteristics of its victims and perpetrators. Armed with such information, law enforcement can better make its case to acquire the resources it needs to fight crime and after obtaining those resources, use them in the most efficient and effective manner. NIBRS provides law enforcement with that tool because it is capable of producing more detailed, accurate, and meaningful data than produced by the traditional UCR Program. In meeting the guidelines and standards of the NIBRS program, systemic alterations and improvements must be undertaken. The major recommendations of the NIBRS are:

- 1) To convert from the current summary reporting system to unit-record reporting for both crime incidents and arrests;
- 2) To modify an existing incident-based system to meet the FBI's reporting standards;
- 3) To collect offense and arrest information for both Group A and Group B crimes (refer to NIBRS technical documents for more information);

- 4) To collect detailed information on all offenses occurring during a criminal incident, rather than only the most serious; and
- 5) To institute routine, ongoing State-conducted audits of contributing police agencies.

#### **ELIGIBILITY AND REQUIREMENTS**

Applications will be accepted from the State agency authorized to collect UCR data from local and State law enforcement agencies.

Applications can be submitted both by States which have never received funding under this program, or by States which received an initial award in Fiscal Year 1987 or 1988 and require a supplement to complete originally planned implementation tasks.

Local police agencies are not prohibited from receiving funds as part of the State's award if that is how the State agrees to use part of its award. There is no separate funding program for awards to local agencies.

The recipient of an award agrees to participate in any evaluation sponsored by BJS to ensure that funds are being efficiently utilized. It is not anticipated that this would result in any unreasonable costs or burdens on the recipient or that it would interfere with the performance of project activities.

#### **CRITERIA FOR REVIEW AND SELECTION**

Applications will be judged on the basis of a number of factors, including:

- 1) The technical soundness and reasonableness of the proposed approach to meeting the new standards;
- 2) The intermixture of personnel assigned to the project;
- 3) The soundness of the budget; and
- 4) The past record of performance in meeting FBI data submission deadlines, as well as the degree of commitment to the project as evidenced by the letters of endorsement.

If a State has city or county law enforcement agencies which serve populations of 100,000 or more, the application should include a description of how the State UCR program intends to gain their participation in the new program. Preference will be given to those States which seem to offer a reasonable prospect of getting

big departments on board in a timely manner. Of course, States without big departments will not be evaluated or downgraded based on this criterion.

## **AWARD AND APPLICATION PROCEDURES**

### **Award Policy:**

A State seeking initial funding may receive a single award for implementing the changes to the UCR program. However, because many States operate on biennial budgets and those budgets are already set, we will allow a State to have award periods of longer than the normal 1 year with a maximum project period of no longer than 2 years. Funds awarded under this program may be used for tasks related to implementing NIBRS. Funds can be used for system planning, software development or modification of existing software, forms design, manuals, data conversion, data entry, training, technical assistance, travel, and the development of a State audit capability.

The Fiscal Year 1987 and 1988 versions of this announcement prohibited the purchase or lease of data processing equipment. In the Fiscal Year 1990 Program Announcement, BJS changed its policy to allow requests for modest amounts of awarded funds to be used for the acquisition of such equipment, subject to certain requirements and constraints. First, BJS will not allow the purchase/lease of equipment which has as its main purpose the collection and/or storage of data. This will prohibit the purchase/lease of computers larger than microcomputers or very small minicomputers. Second, the use of the equipment must be focussed on the analytic output and utility of NIBRS data. Examples of this are data extraction, tabulation, or publication applications (e.g., the running of statistical software packages or the use of desktop publishing programs).

There is no requirement for either hard (cash) or soft (in-kind services) matching funds from the State. However, applicant agencies are encouraged to offer either or both types of matching resources. States which are able to provide a hard or soft match and which meet other programmatic guidelines will be given preference over those States with no match. The absence of matching resources will not disqualify States from receiving funding.

### **Funding Levels:**

Originally, BJS considered a guideline under which a maximum award would have been based on the number of police departments reporting to a State UCR program. Based on BJS' experience of the last several years, BJS understands the enormous variation in implementation environments within the States - specifically,

variations in the dollar-level of support required and the purposes for which funding would be used. Therefore, rather than providing a "ceiling" on maximum awards, a reasonableness test will be applied based on the quality of the narrative explaining the implementation plan.

BJJS will notify applicants, both new awards and supplemental funding, of the final status of their application within 30 days of its being logged into the BJJS application processing system. Applicants will also receive an acknowledgement letter upon receipt of the application.

Selected applicants will have the opportunity, under some circumstances, to make modifications to the program narrative and budget before award, although BJJS would not anticipate significant changes, particularly in the budget.

#### **Application Process:**

At a minimum, for States seeking initial funding, the narrative should include a statement of the status of the current program, including whether it is summary, incident-based, or a combination of the two; a description of the local reporting formats (State standardized incident reports, each department uses its own reports, etc.); methods of data transmission between local departments and the State level; publication and data dissemination methods of the State program; and present and projected data transmission methods of State data to the national program.

The other portion of the narrative should include a description of plans and strategies for meeting the new national reporting standards, including changes in forms and in manuals, data entry methods, and editing/quality control; it should discuss training, technical assistance, auditing, etc. It should also include a proposed schedule of critical milestones to achieve the capability to meet the new reporting standards. Proposals which evidence the most promise will receive first consideration by BJJS.

States seeking supplemental funding should include a synopsis of its accomplishments during the current project, what will be necessary to complete the initial activities, and add an activity related to the analysis of NIBRS data if hardware acquisition is being requested.

The application must contain letters of endorsement from the president or the executive director of both the State's chiefs of police association and the State's sheriffs' association, or a convincing rationale as to why the absence of one or both of these endorsements will have no negative impact on the program's success. The support of both these groups is absolutely critical to the success of the project.

Applications for new or supplemental awards must be submitted to BJS no later than June 15, 1991. Although BJS does not anticipate a significant shortage of funds for this activity, early transmittal of applications is encouraged. Applications must contain a budget, budget narrative, and a program narrative. The following applications and certifications are required for submission:

- o Standard Form 424 (REV 4/88), "Application for Federal Assistance";
- o OJP Form 4061/2 (REV 2/89), "Certification Regarding Debarment, Suspension, and Other Responsibility Matters, Primary Covered Transactions (Direct Recipient)";
- o OJP Form 4061/3 (REV 2/89), "Certification Regarding Drug-Free Workplace Requirements, Grantees Other than Individuals"; and
- o If appropriate, Standard Form LLL, "Disclosure of Lobbying Activities".

All certifications must be submitted with a new application. Copies of these forms are available from the address below. The original plus 5 copies of all forms should be mailed to:

Applications Coordinator  
Bureau of Justice Statistics  
633 Indiana Ave., N.W.  
Washington, D.C. 20531  
Phone: 202/307-0770

Use OJP Guideline Manual M7100.1D for guidance in preparing the budget application. If you do not have M7100.1D, contact your State Statistical Analysis Center (SAC) for a copy. If your State has no SAC, call the contact listed above.

#### **ADDITIONAL INFORMATION**

A detailed explanation of the aforementioned recommendations and reporting standards appear in the NIBRS technical documents, which can be obtained from the FBI. Of particular relevance in preparing this application are "Volume I: Data Collection Guidelines" and "Volume II: Data Submission Specifications". For copies, write or call:

Federal Bureau of Investigation  
UCR Section  
Washington, D.C. 20535  
Telephone (202) 324-2614

For additional information regarding this program, please contact the following:

Paul D. White, Program Manager  
Bureau of Justice Statistics  
Phone: (202) 307-0770

**ACTION** The Office of Justice Programs, Bureau of Justice Statistics is soliciting FY 1991 applications for the following State-level program.

**AGENCY** Bureau of Justice Statistics (BJS) and the Bureau of Justice Assistance (BJA)

**STATUS** Continuing program

**TITLE** Improvement of Criminal History Record Information and Identification of Convicted Felons (CHRI) Program

**PURPOSE** The purpose of this program is to provide funding to State governments to make systemic improvements in the quality and timeliness of State criminal history record information nationwide, with particular emphasis on improving disposition reporting to the State's central repository.

#### **BACKGROUND**

Section 6213 of the Anti-Drug Abuse Act of 1988 required the Attorney General to report to Congress by November of 1989 on a system for the immediate and accurate identification of felons who attempt to purchase firearms. A Task Force on Felon Identification in Firearms Sales was established to develop a range of options that would comply with the statute. In October 1989, the Task Force completed its final report and forwarded it to the Attorney General for consideration. The Task Force identified several possible options for systems to identify felons who attempt to purchase firearms, but made no specific recommendations. The report also identified major problems in the quality and completeness of criminal history records and the ability to identify individuals convicted of felony offenses.

In his report to Congress of November 20, 1989, the Attorney General recommended a four-part program to enhance efforts to stop firearms sales to felons. One recommendation was to use \$9 million of Anti-Drug Abuse Act Discretionary Funds of BJA in each of the next 3 years (Fiscal Years 1990, 1991, and 1992) to fund States for the purpose of achieving compliance with the new FBI voluntary reporting standards and to improve the data quality of State criminal history record information. This program is to be administered by BJS in collaboration with the Bureau of Justice Assistance (BJA).

#### **GOALS AND OBJECTIVES**

**Goals of the Criminal History Record Improvement (CHRI) Program:**

- 1) To provide fiscal and technical assistance for the development and implementation of systems and procedures designed to systemically improve the quality and timeliness of State criminal history record information residing at centralized State repositories; and
- 2) To provide support in the improvement of disposition reporting and encourage States with nonautomated systems to consider automation.

**Objectives of States Involved in the CHRI Program:**

- 1) To identify criminal history records accurately that contain a conviction for an offense classified as a felony (or equivalent) within the State;
- 2) To meet the new FBI voluntary reporting standards for identifying such individuals;
- 3) To improve the quality and timeliness of criminal history record information;
- 4) To identify impediments to the reporting of dispositions of criminal cases;
- 5) To develop plans and procedures to improve disposition reporting; and
- 6) To allocate resources to overcome obstacles to complete disposition reporting.

**PROGRAM STRATEGY: Activities and Available Funding**

The focus of this program is to identify accurately those individuals convicted of an offense classified as a felony (or equivalent) within the State; to improve reporting of criminal justice actions and dispositions to State criminal history record systems (particularly those arrests and dispositions occurring in the last 5 years); to increase automation of criminal history records at the State level; and to meet the voluntary reporting standards of the FBI.

Funds will be provided for the following activities:

- 1) Development of systems and procedures to identify convicted felons through an examination of the subject's automated or manual criminal history record and to include a felony "flag" in criminal history records. Such information will be made available for interstate criminal justice purposes. Emphasis should be placed on arrests and convictions



made within the last 5 years. Convicted felons should be identified on an ongoing basis.

- 2) Development of programs and procedures to meet the new FBI voluntary reporting standards for identifying convicted felons, including making such records available to authorized State, local, and Federal criminal justice agencies.
- 3) Development of systems and procedures designed to improve reporting to the central repository of all arrests, dispositions, and other related criminal justice information.
- 4) Increase of the degree of criminal history automation by implementing a State master name index (MNI) or enhancing existing automated MNI's by increasing the number of individuals contained in the index. Funds may also be used to place a felony conviction indicator in the MNI.
- 5) Increase of the degree of criminal history automation by establishing a computerized criminal history (CCH) record system, increasing the number of individuals recorded in existing systems, and improving the quality and timeliness of criminal history records.

Funds normally will not be available for extensive conversion of manual criminal history records. However, if required to meet program objectives, limited funding may be considered in the following order:

A) Conversion of offender identification information into the master name index. Complete conversion of offenders' manual records will be funded only if an offender becomes active, e.g., a new arrest or disposition information is received.

B) If arrest data for offenders have been entered into the computerized criminal history (CCH) system and disposition information for offenders is already at the central repository, funds may be utilized for data entry of dispositions. If the disposition data have not been forwarded to the repository, funds may be used to collect the data from the source of the information and to enter the collected data into the criminal history record.

In either instance, the State must submit a detailed, cost-effective strategy for conversion activities before funding will be considered. This strategy must also describe plans and procedures which have been or will be implemented to prevent future backlogs.

Because of the extraordinary costs involved in data conversion, the strategy must also include a description of the priorities to be followed in converting the data. In any event, funds for data conversion and data entry tasks are limited to 1 year.

States must develop a cost-effective strategy designed to meet the needs of criminal justice practitioners and to identify felons before costs for conversion activities will be considered.

Limited funds will be available to States for technical assistance to design a CCH system or to develop a strategy for data conversion. Additional funding may be available for system or data conversion once the necessary system design has been completed.

Funds for computer software are limited to new programming and to systems modifications necessary to meet program requirements such as identifying felons or interfacing with court data processing systems to capture disposition data electronically. Program funds may not be used to rewrite completely or to make extensive upgrades to existing criminal history or court systems software unless it can be positively shown that the new program requirements cannot otherwise be met. In these rare instances, requests will be considered for funding up to 50% of a major upgrade or rewrite to meet specific program requirements and State needs.

6) Development of procedures to participate in Interstate Identification Index (III) or other designated "pointer" system programs where it will facilitate the goals of this program. In any case, participation will not be funded unless efforts have been or will be undertaken to identify individuals convicted of a felony for purposes of sharing this information with appropriate Federal and State agencies.

7) Conduct a baseline audit of criminal history record systems to assess existing data quality levels, identify problems in the present system, and establish a basis for evaluating the success of a data quality improvement program. If a data quality audit has been conducted in the past 3 years, program funds may be used to implement the findings. The results of the recently-completed audit and its recommendations must be contained in the application. Activities currently being undertaken by the State as a result of the audit should also be identified.

8) Upgrade existing data systems to meet improved data quality requirements by obtaining auxiliary equipment such as disks, printers, and communication lines. With the exception of those few States automating their systems for the first time, funding for computer hardware is limited to that auxiliary equipment necessary to upgrade existing systems to meet the requirements of this program. Program funds may not be used to obtain or replace primary CCH equipment, regardless of its age or condition, unless criminal history record information is being automated for the first time and currently available equipment in the State repository is at its maximum capability. All requests for equipment must be documented and justified.

9) Interface and coordinate activities under this program with agencies participating in the Bureau of Justice Assistance formula grant program for the improvement of criminal justice records.

#### **ELIGIBILITY AND REQUIREMENTS**

Applicants should be the State agency responsible for directing or overseeing the repository of statewide criminal history files on persons arrested for fingerprintable offenses within the State. Agencies responsible for reporting dispositions to the criminal history repository are also eligible to receive funds. In developing an application, repositories will coordinate with all agencies that provide disposition data. A single application with funding for one or more agencies is preferred. However, if that is not possible, coordinated applications from more than one agency will be considered. If a single application requests funding for more than one agency, separate budget items and the assignment of tasks for each agency must be identified and justified. Fiscal transfer mechanisms consistent with State law and/or administrative procedures must be followed.

#### **CRITERIA FOR REVIEW AND SELECTION**

The criteria for selection upon which applications will be judged includes the following:

- 1) Technical feasibility;
- 2) Soundness of the proposed approach in meeting program objectives;
- 3) Type and qualifications of personnel assigned to the project;
- 4) Reasonableness of the budget;

- 5) Past record of the State's performance in the development of automated criminal history records systems;
- 6) Completion of previous analysis and audits of the existing criminal history system; and
- 7) Degree of commitment to the project as evidenced by letters of endorsement from participating criminal justice agencies, including the agency or agencies responsible for disposition reporting. The plan for improving criminal history records systems must indicate the active participation of the agency or agencies responsible for disposition reporting in the development of the application.

#### **AWARD AND APPLICATION PROCEDURES**

##### **Awards and Funding Levels:**

This program is being administered by the Bureau of Justice Statistics in collaboration with the funding agency, the Bureau of Justice Assistance.

Awards under this program will be made to further those activities outlined in the Program Strategy section. Awards for activities 1 and 2 will be made to support the development of an automated system within the State to identify convicted felons and meet FBI voluntary reporting standards. Substantial funds for activities 3 through 9 will not be made available until a detailed implementation plan has been developed. The plan shall include a needs analysis assessing the current state of data quality (ideally including a baseline audit), detailed specifications for data quality improvements, and a demonstration of support from the relevant criminal justice agencies within the State. Funds of up to \$150,000 will be available for technical assistance in the development of the plan.

Pilot projects are encouraged, whether they are for first-time systems or for enhancements to existing procedures. However, such projects are limited in scope and should set the stage for subsequent statewide implementation using State funds. Up to \$150,000 will be available for pilot projects. A discussion of the project and how the State plans to implement the results must be provided.

There is no requirement for either hard (cash) or soft (in-kind services) matching funds from the State. However, applicants are encouraged to offer either or both types of matching resources. States which are able to provide hard or soft match and meet other programmatic guidelines will be given preference over those States

with no match. The absence of matching resources will not disqualify States from receiving funding.

Whether or not States seek funding for activities 1 and 2 above, it is a condition of the grant program that States receiving implementation funds must have in place or must have initiated procedures to identify convicted felons on an ongoing basis and, to the extent feasible, to identify previously convicted felons in existing criminal history records. In order to receive continued implementation funding, States should be making significant progress toward meeting the new FBI standards for the interstate exchange of information on convicted felons.

For funding in Fiscal Year 1991 (October 1, 1990-September 30, 1991), applications must be received by June 30, 1991. First year awards will be made within 90 days and will normally be for 12 months. Applications for continuation funding, where appropriate, should be submitted 90 days prior to the end of the current grant period. New awards will be given preference if resources become limited. Awards for up to 24 months may be considered if adequate systems implementation planning has been completed and realistic milestone dates are provided. The amount of funds per State will depend upon the number of applicants requesting new and continuation funding. It is anticipated that few, if any, awards for a single grant period will be in excess of \$500,000. The effective date of the award for those applications that are accepted will be within 90 days from the date of the BJS letter of acknowledgement.

#### **Application Process:**

All applications must identify each of the activities for which funds will be expended and describe in detail how such activities will be carried out. Measures of timeliness, accuracy, and completeness that will be achieved with Federal funds must be specified.

Each application must include a plan of procedures, including milestones, developed to identify the number of arrests showing final dispositions and the number of conviction records that can be identified as felony convictions. Each application will include a current count of the number of arrests showing final dispositions and, where there are conviction records, the number of felony convictions. At the end of each grant year, the recipient must update this information and report the results to BJS.

To ensure that this national program realizes its objectives in the most productive manner, each applicant must agree to participate in a comprehensive evaluation effort if an award is made. The evaluation will take place during the course of the program and involve each participating State. It is expected that

the evaluation will have minimal impact on State program personnel and resources. Details of the timing of the evaluation and the information to be collected will be forwarded in a separate document.

If a State is receiving Bureau of Justice Assistance (BJA) formula grant funds for the Improvement of Criminal Justice Records, the application must identify and discuss those activities which are undertaken in conjunction with this program. A separate section of the application must address the interface considerations between this program and formula funding.

All applications must include a proposed budget containing detailed costs for personnel, fringe benefits, travel, equipment, supplies, and other expenses such as telephone and postage. Contractual services or equipment must be procured competitively or the application must contain a sole-source justification. A program narrative must be included detailing all project objectives, major events, activities, products, and a timetable for completion. Applications should contain an evaluation plan designed to measure project objectives. Attachments to the program narrative should include letters of agreement from participating criminal justice agencies.

For funding in Fiscal Year 1991 (October 1, 1990-September 30, 1991), applications must be received by June 30, 1991. Applications for continuation funding, where appropriate, should be submitted 90 days prior to the end of the current grant period.

Prior to submitting an application, potential grantees should contact the BJS program manager for their State at (202) 307-0770. The following applications and certifications are required for submission:

- o Standard Form 424 (REV 4/88), "Application for Federal Assistance", including the Certified Assurances;
- o OJP Form 4061/2 (REV 2/89), "Certification Regarding Debarment, Suspension, and Other Responsibility Matters, Primary Covered Transactions (Direct Recipient)";
- o OJP Form 4061/3 (REV 2/89), "Certification Regarding Drug-Free Workplace Requirements, Grantees Other than Individuals"; and
- o If appropriate, Standard Form LLL, "Disclosure of Lobbying Activities".

All certifications must be submitted with each application. Copies of these forms are available from the address below.

The original plus 2 copies of all forms should be mailed to:

Applications Coordinator  
Bureau of Justice Statistics  
633 Indiana Ave., N.W.  
Room 1144-G  
Washington, D.C. 20531

**ACTION** The Office of Justice Programs, Bureau of Justice Statistics, is soliciting FY 1991 applications to award a cooperative agreement for the following Federal justice statistics project.

**AGENCY** Bureau of Justice Statistics (BJS)

**STATUS** Continuing program - Competitive award

**TITLE** Federal Justice Statistics Program

**PURPOSE** The purpose of this program is to serve as the primary BJS resource for data describing the processing of cases through the Federal justice system.

**BACKGROUND**

The Bureau of Justice Statistics Federal Justice Statistics Program was initiated in 1982 to provide a source of information describing the processing of Federal cases and the characteristics of Federal offenders. The project represents the first attempt to collect data from different components of the Federal criminal justice system and to trace the progress of cases from investigation, through prosecution, adjudication, sentencing, and corrections. The project represents the primary BJS effort concerned solely with Federal transactions and responds directly to the legislative mandate that BJS "collect, analyze and disseminate comprehensive Federal justice transaction statistics (including statistics on issues of Federal justice interest such as public fraud and high technology crime)..." as set out in 42 USC 3732(c)(15).

The initial goal of the program was to define the flow of transactions through the Federal criminal justice system. A BJS report, Federal Case Processing (BJS Bulletin, 3/82, NCJ-80814), was issued which contained a schematic of the Federal system. The schematic still serves as the general framework for data presentation under the program.

In keeping with the original program plan which was designed to minimize data collection costs, no original data collection is supported under the program and data is obtained from operational Federal agencies. In order to trace the flow of cases, however, computer matching techniques have been developed which permit the linkage of data obtained from different sources. The development of this linkage program makes possible, for the first time, the analysis of case progress through the entire system and the review of particular issues which involve data contained in 2 or more data sets.



Over the past 5 years, a regular series of reports has been issued under the program. These include an annual Compendium of Federal Criminal Justice Statistics, and special reports addressing issues of concern to the criminal justice community. These have included reports on White Collar Crime, the Federal Bail Reform Act, Immigration Offenses and Sentencing and Time Served. Regular updates of trends in case processing are also prepared. Preliminary work has also been initiated on a computer simulation model to trace processing throughout the Federal Justice system.

### **GOALS AND OBJECTIVES**

#### **Goals of the Federal Justice Statistics Program:**

- 1) To produce useful and timely data to meet the increasing needs for such data by criminal justice practitioners, policymakers, and researchers; and
- 2) To produce data that will be useful with regard to the analysis of criminal justice strategies and the evaluation of policies impacting on criminal justice operations at the Federal level.

#### **Objectives of the Federal Justice Statistics Project:**

- 1) To collect, process, and maintain data from the Federal agencies participating in the Federal Statistics Database;
- 2) To produce reports based on studies relating to individual crime areas and/or specific processes involved in Federal case processing, as well as an Annual Compendium of Federal Statistics;
- 3) To develop a Quarterly Indicator Series which will allow data relating to current Federal criminal justice processing to be more accessible within a shorter time period; and
- 4) To develop a computerized model simulating the Federal criminal justice system.

### **PROGRAM STRATEGY**

#### **Activities and Products:**

The objective of the proposed project is to continue activities initiated under the ongoing BJS Federal Statistics program. Specifically, the recipient of funds will:

- 1) Maintain and expand the Federal Statistics Database. This will involve the collection, processing and maintenance of data provided by Federal agencies presently participating in the project (the Executive Office for the United States Attorneys, Administrative Office of the United States Courts, Bureau of Prisons, Parole Commission, Drug Enforcement Administration and the FBI) and negotiating with other Federal agencies (particularly those engaged in investigatory activities) to obtain additional data for inclusion in the Federal Statistics Database.

The recipient of funds will also be responsible for processing data to meet uniform classification categories and for linking data to permit analysis of data obtained from different sources. Tapes of the data, with a key to file linkage, will also be made available by the recipient of funds to the BJS archive maintained at the University of Michigan.

- 2) Prepare updates on selected data elements on a schedule to be established jointly with BJS. The goal of this task will be to provide the most up-to-date data for use by researchers, policy analysts, and practitioners.
- 3) Conduct studies using data in the Federal Statistics Database. The studies shall focus on issues identified by the recipient of funds and agreed upon jointly with BJS, and shall address individual crime areas and/or specific processes involved in Federal case processing. Three (3) reports based on the studies, including both text and tables, will be prepared and submitted in camera-ready format for publication by BJS.
- 4) Prepare the Annual Compendium of Federal Justice Statistics. The Compendium, including both text and tables, will be submitted to BJS in camera-ready format.
- 5) Develop a Quarterly Indicator Series designed to make data on current Federal criminal justice processing more available within a rapid time frame. The recipient of funds will identify appropriate sources of current data, develop the format for such a series and have responsibility for the preparation of such reports on a regular basis. Decisions regarding design of the Indicator series shall be made jointly with BJS.
- 6) Continue development of a computerized model simulating the Federal criminal justice system. The model will respond to mandates that BJS undertake such an effort and will be consistent with other efforts being undertaken in this area.

- 7) Respond to a limited number of ad hoc requests for analysis of data in the Federal statistics database and/or concerning data presented in the Indicator series.

All products are to be submitted on a schedule to be negotiated with BJS. It is anticipated, however, that products will be spaced throughout the period of the award.

#### **ELIGIBILITY REQUIREMENTS**

Both profit-making and nonprofit organizations may apply for funds. Consistent with the Office of Justice Programs fiscal requirements, however, no fees may be charged against the project by profit-making organizations.

#### **CRITERIA FOR REVIEW AND SELECTION**

Applications will be competitively reviewed by a BJS selected panel which will make recommendations to the Director of BJS. Final authority to enter into a cooperative agreement is reserved for the Director of BJS, who may, in his discretion, determine that none of the applications shall be funded.

Applications will be evaluated on the overall extent to which they respond to criminal justice priorities, conform to the goals of the Federal Justice Statistics program, and appear to be fiscally feasible and efficient. In particular, applicants will be evaluated on the basis of:

- 1) Knowledge of, and experience in, working with different components of the criminal justice system, (with particular emphasis on knowledge of current research, operational and legislative issues and experience in dealing with criminal justice administrators, researchers and data processing personnel);
- 2) Statistical expertise in the area of data analysis, data linkage, and research;
- 3) Experience in the application of statistical data to analysis of criminal justice issues;
- 4) Experience in developing and utilizing simulation models;
- 5) Demonstrated ability to prepare high quality reports suitable for use by professional policy analysts, researchers, legislators, and the general public;
- 6) Availability of qualified professional and support staff and of suitable equipment for data processing, graphics production, and data manipulation;

- 7) Demonstrated fiscal, management, and organizational capability suitable for providing sound program direction for this multi-faceted effort; and
- 8) Reasonableness of estimated costs for the total project and for individual cost categories.

## **AWARD AND APPLICATION PROCEDURES**

### **Awards and Funding Level:**

Assistance will be made available under a cooperative agreement. The cooperative agreement to be awarded pursuant to this solicitation will be funded by the Bureau of Justice Statistics consistent with its mandate as set forth in 42 USC 3732.

Awards will be made for a period of 12 months with an option for 2 additional continuation years conditional upon availability of funds and the quality of the initial performance and products. Costs are estimated at not to exceed \$850,000 for the initial 12 month period.

### **Application Process:**

Proposals should describe, in appropriate detail, the procedures to be undertaken in furtherance of each of the activities described under the "Program Strategy: Activities and Products" section. Information should focus on activities to be conducted during the initial 12 month period but should also include a more general discussion of 3-year objectives for the program. Information on staffing levels and qualifications for each task, as well as descriptions of experience relevant to the project should be included.

Proposals must include both narrative descriptions and a detailed budget. The narrative shall describe activities as discussed in the previous section. The budget shall contain detailed costs for personnel, fringe benefits, travel, equipment, supplies, and other expenses. Contractual services or equipment must be competitively procured or the application must contain a sole-source justification.

Proposals will be accepted until April 8, 1991 - 45 days after its February 21, 1991 announcement in the Federal Register.

The following applications and certifications are required for submission:

- o Standard Form 424 (REV 4/88), "Application for Federal Assistance", including Certified Assurances;

- o OJP Form 4061/2 (REV 2/89), "Certification Regarding Debarment, Suspension, and Other Responsibility Matters, Primary Covered Transactions (Direct Recipient)";
- o OJP Form 4061/3 (REV 2/89), "Certification Regarding Drug-Free Workplace Requirements, Grantees Other than Individuals"; and
- o If appropriate, Standard Form LLL, "Disclosure of Lobbying Activities".

Copies of these forms are available from the address below. The original plus 3 copies of all forms should be mailed to:

Applications Coordinator  
Bureau of Justice Statistics  
633 Indiana Ave., N.W.  
Washington, D.C. 20531

For further information please contact:

Carol G. Kaplan, Chief  
Federal and Statistics and Information Policy Branch  
Bureau of Justice Statistics  
U.S. Department of Justice  
Washington, D.C. 20531  
Phone: (202) 307-0759

**BUREAU OF JUSTICE STATISTICS**

**APPENDICES**

**BUREAU OF JUSTICE STATISTICS  
APPENDIX A**

**INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS**

Federal Executive Order 12372, "Intergovernmental Review of Federal Programs," allows States to establish a process for reviewing Federal programs in the State, to choose which programs they wish to review, to conduct such reviews, and to make their views known to the funding Federal agency through a State "single point of contact." The list of programs which a State may select for review includes BJS State-level statistical programs "for criminal justice statistics development." All SAC programs are within that category.

If the State has established a "single point of contact," and if the State has selected this program to be included in its review process, the applicant must send a copy of its letter or application to the State "single point of contact" at the same time that it is submitted to BJS. The letter or application submitted to BJS must indicate that this has been done. The State must complete its review within 60 days. The review period will begin on the date that the letter or application is officially received by BJS. If BJS does not receive comments from the State's "single point of contact" by the end of the review period, this will be interpreted as a "no comment" response.

If the State has not established a "single point of contact," or if it has not selected the BJS statistics development programs for inclusion in its review process, this must be stated in the letter or application.

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