

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



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS), in partnership with the FBI's Criminal Justice Information Services Division, seeks applications for funding to enhance, through improved automation, the capabilities of states to report incident-based crime data to the FBI's National Incident-Based Reporting System (NIBRS). Improvements to automation include activities at the state level for receiving and processing incident-based data for submission to NIBRS, and activities required by eligible local law enforcement (LE) agencies in the state to transition to incident-based reporting (IBR) to the state. Under this solicitation, funding will be provided for activities at the state level that support (1) the implementation of a new state-level incident-based crime reporting program certified as capable of reporting data to NIBRS, or (2) the expansion of an existing state-level crime reporting program currently certified to report data to NIBRS. Under this solicitation, states may also apply for funding to support eligible local LE agencies in the state by (1) providing funding to those agencies to transition to IBR, and/or (2) assessing the readiness of and costs to eligible agencies to report incident-based data to the state program. This program furthers the Department's mission to develop innovative strategies that support information sharing between and across sectors of the justice community.

2016 National Crime Statistics Exchange (NCS-X) Implementation Assistance Program: Phase II – Support for State Programs

Applications Due: June 3, 2016

Eligibility

Eligible applicants are limited to—

- (1) Agencies that oversee the state Uniform Crime Reporting (UCR) Programs, responsible for reporting crime data to the FBI's UCR Program, in Alaska, Arizona, Georgia, Hawaii, Illinois, Kansas, Minnesota, New Jersey, New Mexico, Oklahoma, Oregon, Texas, or Utah. By mutual agreement with the state UCR Program, another agency in these states may apply for and administer funds under this solicitation. Such mutual agreement must be demonstrated in writing via a memorandum of understanding or similar agreement between the two state agencies and must be included in the application.
- (2) The state agency in Indiana or Mississippi (the states that currently do not have a state UCR Program) authorized by statute or executive order to collect and report crime data from local LE agencies to the FBI's UCR.

The 15 eligible states identified in this solicitation either do not have an incident-based crime reporting component that is certified by the FBI to submit data to NIBRS, have a program that is NIBRS-certified but the LE agencies in the state that report incident-based data cover less than 80% of the state population, or do not have a state UCR Program at this time.

In general, BJS is authorized to make grants to, or enter into contracts or cooperative agreements with, states (including territories), units of local government, federally recognized Indian tribal governments that perform LE functions (as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), institutions of higher education (including tribal institutions of higher education), and certain qualified individuals. For-profit organizations must agree to forgo any profit or management fee. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

BJS welcomes applications that involve two or more entities that will carry out the funded federal award activities; however, one eligible entity must be the applicant and the other(s) must be proposed as subrecipient(s). The applicant must be the entity with primary responsibility for conducting and leading the program. If successful, the applicant will be responsible for administering funding to, monitoring, and appropriately managing any subrecipients or, as applicable, for administering any procurement subcontracts that would receive federal program funds from the applicant under the award.

Only one application per lead applicant will be considered; however, subrecipients may be part of multiple proposals.

BJS may elect to make awards for applications submitted under this solicitation in future fiscal years, depending on the merit of the applications and the availability of appropriations, among other considerations.

Deadline

Applicants must register with [Grants.gov](https://www.grants.gov) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on June 3, 2016.

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How to Apply](#) in [Section D. Application and Submission Information](#).

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via email to support@grants.gov. The [Grants.gov](https://www.grants.gov) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must email the BJS contact

identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under “Experiencing Unforeseen Grants.gov Technical Issues” in the [How to Apply](#) section.

For assistance with any other requirements of this solicitation, contact Alexia Cooper, NCS-X Program Manager, by telephone at 202-307-0765, or by email at askbjs@usdoj.gov. Include “NCS-X State” in the subject line. General information on applying for BJS awards can be found at <http://www.bjs.gov/index.cfm?ty=fun>. Answers to frequently asked questions that may assist applicants are posted at <http://www.bjs.gov/content/ncsx.cfm>.

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2016 National Crime Statistics Exchange (NCS-X) Implementation Assistance Program: Phase II – Support for State Programs

(CFDA # 16.734)

A. Program Description

Overview

In connection with its National Crime Statistics Exchange (NCS-X) program, the Bureau of Justice Statistics (BJS) seeks proposals from state Uniform Crime Reporting (UCR) Programs¹ to expand the state's capacity to report incident-based crime data to the FBI's National Incident-Based Reporting System (NIBRS). BJS has partnered with the FBI's Criminal Justice Information Services (CJIS) Division, which established and maintains the NIBRS program, for this project. The FBI has formally announced its intention to establish NIBRS as the law enforcement (LE) crime data reporting standard for the nation, with a complementary plan to retire the Summary Reporting System (SRS) of the UCR Program. This will result in an increase in the number of local LE agencies reporting data to NIBRS. The typical mechanism by which a local agency contributes data to NIBRS is through its "state pipeline," where agencies report their incident-based crime data to the NIBRS-certified UCR Program in their respective state, and then the state agency sends data from all of the state's contributing agencies to the FBI. The FBI advocates the use of the state pipeline for crime data reporting, and BJS supports this. Transitioning local agencies to NIBRS reporting requires the state pipeline to be enhanced, to ensure state UCR Programs are capable of receiving and processing local incident-based crime data.

Funding under this solicitation can be used to support activities at the state level for receiving and processing incident-based data from local LE agencies for submission to NIBRS and activities required by eligible local LE agencies in the applicant state to transition to incident-based reporting (IBR) to the state UCR Program. Funding will be provided for activities at the state level that support (1) state programs transitioning from a SRS to a system capable of receiving state-specific incident-based crime data and reporting those data in the NIBRS format to the FBI; (2) the establishment of a new state UCR Program capable of receiving state-specific incident-based crime data and reporting those data in the NIBRS format to the FBI; or (3) state programs seeking to expand the capabilities of their current NIBRS-certified component to receive and process additional incident-based crime data. States may also apply for funding to support eligible local LE agencies in the state by (1) providing funding to those agencies to transition to IBR, and/or (2) assessing the readiness of and costs to eligible agencies to report incident-based data to the state program. BJS funding decisions under this solicitation will be made in coordination and concurrence with the FBI's CJIS Division.

¹ For the remainder of this document, "state Uniform Crime Reporting Program" includes the 13 state UCR Programs included in the appendix to this document and a state agency in Indiana and Mississippi that will be officially designated as responsible for collecting incident-based data from local LE agencies and reporting those data to the FBI's NIBRS.

Authorizing Statutes: Under Section 302 of the Omnibus Crime Control and Safe Streets Act, BJS is authorized to “make grants to, or enter into cooperative agreements or contracts with, public agencies, institutions of higher education, private organizations, or private individuals” for purposes of collecting and analyzing criminal justice statistics. Under Title 31, United States Code (U.S.C.), Section 1535, the FBI is authorized to provide funds to BJS make grants under this solicitation. Under Title 28, U.S.C., Section 534 and 28 Code of Federal Regulations, Section 0.85, the FBI is authorized to support activities related to the transfer and sharing of criminal justice information across and between law enforcement and related agencies.

Program-Specific Information

The NCS-X is an effort to expand the FBI’s NIBRS into a nationally representative system of incident- based crime statistics. BJS and the FBI have partnered together to implement NCS-X with support from other DOJ agencies, including the Office for Victims of Crime. At the outset of the project, the FBI and BJS signed a joint statement of support for NCS-X (http://www.bjs.gov/content/pub/pdf/NCS-X_FBI_BJS%20Joint_Statement.pdf). The goal of NCS-X is to enroll a sample of 400 scientifically selected LE agencies to submit data to NIBRS; when these 400 new NIBRS-reporting agencies are combined with the more than 6,500 agencies that reported to NIBRS as of 2014,² the nation will have a nationally representative system of incident-based crime statistics drawn from the operational data systems of local police departments. These incident-based data will capture the attributes and circumstances of criminal incidents and allow for more detailed and transparent descriptions of crime in communities.

The sample-based approach to enrolling new NIBRS reporting agencies will enable the production of national estimates of crime based on incident-based data, while the FBI gradually transitions NIBRS to the system to which all LE agencies in the United States submit their UCR data. The sample of 400 agencies has been drawn, including a subset of additional agencies held in reserve to replace agencies that may decline to participate and to accommodate other needs for replacement. The list of sample and reserve agencies is available on the BJS website at http://www.bjs.gov/content/pub/pdf/NCSX_sampled_agencies.pdf.

Support for state UCR Programs to collect, process, and report incident-based data to NIBRS

Generally, the current mechanism by which local LE agencies report data to the FBI’s NIBRS is to submit their state-specific incident-based data to their state UCR Program, and then for the state UCR Program to report those data in the NIBRS format to the FBI. While the FBI does accept NIBRS data directly from a small number of local agencies, the preferred route of reporting is through the state UCR Program. In total, 33 state UCR Programs are certified by the FBI to report NIBRS data to the national system. Those 33 states are divided into two groups. In the first group of 16 states, all of the state’s LE agencies report incident-based data to the state’s NIBRS-certified UCR Program. In the second group of 17 states, the state UCR Program is certified to report data to NIBRS, but not all of the state’s local LE agencies submit incident-based data. The remaining 17 states and the District of Columbia do not have a NIBRS-certified UCR Program. Fifteen of these 17 states report only to the FBI’s SRS, and 2 of the 17 have no state-level UCR Program. Table 1 provides a list of states by type of crime reporting.

² Total number of NIBRS reporting agencies by population group in 2014 is available at https://www.fbi.gov/about-us/cjis/ucr/nibrs/2014/tables/number_of_agencies_and_population_covered_by_population_group_2014_final.pdf.

| SRS only | SRS and NIBRS | NIBRS only |
|-----------------|-----------------|------------|
| AK | AZ | AR |
| AL | CT ^b | CO |
| CA | KS ^c | DE |
| FL | LA | IA |
| GA | MA | ID |
| HI | ME | KY |
| IL | MO | MI |
| IN ^a | NE | MT |
| MD | OH | ND |
| MN | OK | NH |
| MS ^a | OR | SC |
| NC | PA | SD |
| NJ | RI ^c | TN |
| NM | TX | VA |
| NV | UT | VT |
| NY | WA | WV |
| WY | WI | |

Note: Excludes the District of Columbia.

^a Does not have a state-level UCR Program.

^b No agencies were selected for main NCS-X sample.

^c 95% or more of agencies report incident data.

In FY 2015, BJS awarded a total of \$7.4 million through the NCS-X Phase 1 solicitation. Award decisions were made in coordination with the FBI, with funding provided to 14 states—Alabama, California, Florida, Louisiana, Maine, Maryland, Missouri, Nebraska, Nevada, New York, Pennsylvania, Washington, Wisconsin, and Wyoming. Additional information about the Phase 1 awards is included below.

| Category | Total Awards in FY 2015 | Project Period | Award Amounts |
|----------------------|-------------------------|----------------------|---|
| Planning Award | 6 | Maximum of 12 months | Varied based on needs; mean award amount of \$390,000 |
| Implementation Award | 8 | Maximum of 36 months | Varied based on needs; mean award amount of \$630,000 |

This NCS-X Phase II funding opportunity is targeted at—

1. Providing funding and technical assistance to Alaska, Georgia, Hawaii, Illinois, Minnesota, New Jersey, and New Mexico—states that have an established state UCR Program but currently report only to the FBI’s SRS—in order for these state UCR Programs to establish an IBR component that is NIBRS-certified by the FBI and capable of receiving and processing incident-based data from local LE agencies in their state identified in the NCS-X

sample and sending those data in the NIBRS format to the FBI.

2. Providing funding and technical assistance to Arizona, Kansas, Oklahoma, Oregon, Texas, and Utah—states that currently have a certified NIBRS component but receive incident-based data from LE agencies covering less than 80% of population in the state—to enhance the capacity of their state UCR Programs to receive and process an increased amount of incident-based data from additional local LE agencies in their state identified in the NCS-X sample and to send those data in the NIBRS format to the FBI.
3. Providing funding and technical assistance to Indiana and Mississippi—states that currently have no state UCR Program—to establish a state UCR Program capable of receiving and processing incident-based data from local LE agencies in their state identified in the NCS-X sample and sending those data in the NIBRS format to the FBI.

Applicants in all eligible states are strongly encouraged to include in their proposal a plan to support implementation of IBR in the NCS-X sampled agencies in their respective states.³

Encouraging development of state programs and expanding their capacity to receive and process incident-based data will build each state's infrastructure, goals that are consistent with the FBI's approach to obtaining NIBRS data and with the objectives of BJS's authorizing statute.⁴ The state-based approach will provide states with an enduring NIBRS presence that is essential for effectively managing data submissions beyond the initial conversion of sampled agencies to NIBRS, and for understanding and addressing any NIBRS data quality issues that arise in the future. In addition, the model of state UCR Programs is well established. In the majority of states, local LE agencies are currently submitting aggregate (summary) crime statistics to, and have established relationships with, their state's UCR Program. State UCR Programs support effective management of both the data submission and review process and the analytic use of these data.

Building and enhancing a state data management capacity will establish the infrastructure needed to support the NCS-X goal of recruiting an additional 400 scientifically selected local LE agencies to participate in NIBRS to generate national estimates of crime based on incident-based data. With certified and capable state UCR Programs in place, the sampled agencies that agree to participate in NIBRS will have a place in their state to send their local agency data.

Coordination with and technical assistance from BJS, the FBI, and the NCS-X Implementation Team

BJS and the FBI coordinate NCS-X program activities through the NCS-X Implementation Team. This team was established to support the activities required to expand NIBRS reporting to the 400 NCS-X sampled agencies, which includes expanding the state pipeline for receiving and processing incident-based data. A consortium of organizations was chosen to be the NCS-X Implementation Team, led by RTI International and composed of the International Association of Chiefs of Police, Police Executive Research Forum, Integrated Justice Information Systems Institute, and National Consortium for Justice Information and Statistics.

³ For a list of sampled agencies, see http://www.bjs.gov/content/pub/pdf/NCSX_sampled_agencies.pdf.

⁴ From 42 USC § 3731, identifying the statement of purpose for establishing the Bureau of Justice Statistics: "...to support the development of information and statistical systems at the Federal, State, and local levels to improve the efforts of these levels of government to measure and understand the levels of crime, juvenile delinquency, and the operation of the criminal justice system... The Bureau shall utilize to the maximum extent feasible State governmental organizations and facilities responsible for the collection and analysis of criminal justice data and statistics."

Recipients of funds under this solicitation will be expected to consult with the NCS-X Implementation Team for technical assistance and with FBI CJIS Division staff for details about NIBRS certification and other FBI-specific requirements. All states that update or purchase a new system to process IBR data received from local LE agencies will need to obtain NIBRS certification from the FBI, including those that are currently certified. Consultation on technical assistance and NIBRS certification will occur after the awards are made.

Providing funding and support for local LE agencies to report incident-based data to the state program

BJS strongly encourages applicants in eligible states to include in their proposal a request for funding to support implementation of IBR in the NCS-X sampled agencies in their respective states.⁵ This funding request will require the completion of a readiness assessment for each of the sampled agencies for which funding is sought in order to justify the cost estimates associated with converting those agencies to IBR.

The following activities are typically included as part of a readiness assessment with local agencies:

1. Review the agency's crime incident data capture form to ensure that the state-specific IBR (or NIBRS, as applicable) data elements are being collected or to identify gaps.
2. Review the agency's Record Management System (RMS) schema to determine if the 58 NIBRS data elements, and any state-specific IBR data elements, are already defined in the existing database and, if not, to determine which ones are not defined in the system.
3. Review the RMS edit checks to determine the extent to which the NIBRS and any state-specific IBR-required edits (including the conditional edits) are already included in the data entry capture or subsequent validation.
4. Determine if a data extract program exists; if it does not, evaluate the level of effort required to create a data extract program that would pass certification with the state or FBI requirements (as applicable).
5. Brief the agency's executive leadership team on the findings of the assessment.
6. Prepare a report summarizing the findings and provide the agency with a copy of this report.
7. Discuss plans and approximate work efforts and resources required to address any gaps identified during the assessment, including associated costs.

The NCS-X Implementation Team can provide technical assistance on facilitating and completing readiness assessments, including (1) conducting outreach, (2) preparing for the assessment, (3) working with the local agencies to better understand their systems and extracting incident-based data for those systems, and (4) conducting follow-up briefings and writing reports that summarize the findings of the readiness assessments for each sampled agency. Readiness assessment forms are also available for download on the BJS website at <http://www.bjs.gov/content/ncsx.cfm>, under the section "Additional information about incident-based crime reporting."

The NCS-X Implementation Team has conducted a number of readiness assessments with local LE agencies in support of the NCS-X program. The majority of these readiness assessments were conducted with the largest LE agencies in the NCS-X sample, i.e., agencies

⁵ A list of sampled agencies in the eligible states is included in Appendix B.

with 750 or more sworn officers (these agencies are identified as Stratum 2 in Appendix B – NCS-X Sample Agencies in Each Eligible State). For a full list of agencies for which readiness assessments have been completed, see <http://www.bjs.gov/content/ncsx.cfm>. The reports generated from the previously completed readiness assessments can be provided to prospective applicants in each eligible state to include in their proposal for funding, with the agreement (via letter or email confirmation) of the sampled agencies for which the documents are being requested. For additional information about readiness assessments completed for agencies in eligible states, contact ncsx@rti.org.

States may also request funding to conduct readiness assessments for NCS-X sampled agencies in their state that have not previously had a readiness assessment completed; these funds may cover the personnel and travel-related costs associated with completing those assessments. Proposals from eligible states should address, in a separate section of the application, how readiness assessments will be planned and conducted, which state agency or contract personnel will be responsible for the assessments, capabilities and competencies of the personnel conducting the assessments, and plans for determining cost estimates based on findings of the readiness assessments for conversion to IBR and transmitting these data to the state UCR Program. For more information about readiness assessments, the process for engaging local agencies, and other questions about planning for these assessments, contact ncxs@rti.org.

Costs considered allowable under this solicitation

Funding provided under this solicitation is not intended to cover all costs associated with establishing or expanding a NIBRS-compliant IBR program at the state or local agency level. The award funds are intended to cover those costs that are minimally essential for the program activities being proposed. Applications for funding under this solicitation should consider the following information about allowable costs.

Under this solicitation, reasonable costs associated with the following are considered allowable:

1. Costs for the acquisition of software, hardware, and labor that directly support establishing or enhancing a state's technical capacity for collecting and processing incident-based data reported by local LE agencies, and submitting those data in the NIBRS format to the FBI. This includes acquiring software to enable reporting of NIBRS-compliant data to the FBI, and labor and software costs for validation testing to ensure data quality and conformance with the NIBRS standards.
2. Costs associated with providing or procuring technical assistance to state-level personnel responsible for the state's IBR program on receiving incident-based data from local LE agencies in their state, processing and validating these data, and submitting data to the FBI according to the NIBRS standard.
3. Costs for the state to provide technical assistance to local agencies on how to collect and submit incident-based data to the state UCR Program.
4. Costs associated with conducting readiness assessments with NCS-X sampled local LE agencies in the state.
5. Costs for software, hardware, and labor that directly support establishing or modifying data systems in the NCS-X sampled local LE agencies in the state, pending the requirement that a readiness assessment has been completed with those agencies.

6. Costs associated with providing technical assistance to local agency personnel in NCS-X sampled agencies responsible for extracting incident-based data from their local system and submitting those data to the state program according to the state incident-based reporting standard.

Under this solicitation, the following costs are NOT allowable:

1. Funding staff positions beyond the length of the award period
2. Funding to support software maintenance beyond the length of the award period
3. Funding to support technical assistance for hardware or software beyond the length of the award period.

Goals, Objectives, and Deliverables

The goals of this program are to expand state capacity to report incident-based crime data to the FBI's NIBRS and to facilitate the conversion of NCS-X sampled agencies to NIBRS reporting. These goals will be achieved through three primary objectives: (1) successfully design and implement a NIBRS-certified IBR program in states that do not have such a program, (2) expand the capacity to receive and process additional IBR data in states that have a NIBRS-certified IBR program that receives data from less than 80% of the state's local LE agencies, and (3) provide funding to support the transition to IBR among NCS-X sampled agencies for which readiness assessments have been conducted.

Note: BJS will hold two teleconferences for eligible applicants to ask questions about this solicitation. The first teleconference will take place on Monday, April 25, 2016, from 1:30 to 3:00 p.m. The second teleconference will take place on Thursday, April 28, 2016, from 1:30 to 3:00 p.m. For more information about the planned teleconferences, email askbjs@usdoj.gov and include "NCS-X State" in the subject line.

Applicants for this solicitation may apply for awards to support one of two kinds of projects:

- 1) CATEGORY 1: PLANNING. Project Period: 12 months. Competitive ID: BJS-2016-9940.** Support for state UCR Programs that either (1) are in the early stages of establishing IBR capacity at the state level or (2) do not have an IBR capacity large enough to handle the increased flow of data that will result from the growth in IBR reporting from local agencies. Programs in either category therefore seek funding to support gathering information needed to prepare a detailed plan for establishing or expanding the state's capacity to receive and report IBR data at the state level.

An application for a planning award should demonstrate how funding will be used to develop a blueprint for establishing or expanding a NIBRS-certified state IBR program. This blueprint must specify the need for and cost of each major component of a state program designed to collect and process incident-based crime data from local LE agencies and then report NIBRS-certified data to the FBI. These components include, but are not limited to, hardware, software, and telecommunications and bandwidth needs; direct and contractual personnel costs necessary to carry out proposed program activities (not to exceed the length of the funding period); agency staff development; and technical assistance and other support from outside professionals. If the state is not already NIBRS-certified, the blueprint must also include: (1) the establishment of an IBR standard for the new state NIBRS

component **within 6 months of the award date**⁶ and (2) the recruitment of at least one NCS-X sample agency in the state to assist the state agency in testing data submission in support of the FBI's certification process.

Planning award proposals may also include requests to support the transition to IBR in the NCS-X sample of local LE agencies. Support for local agencies can include a request for funds both to (1) provide funding and technical assistance to NCS-X sample agencies to transition to IBR for agencies that have a completed readiness assessment and an associated cost estimate to transition, and (2) conduct readiness assessments with the remaining NCS-X sampled agencies as part of the state planning process and to support a future funding request to implement NIBRS in the local NCS-X sampled agencies. Planning Project awards are expected to be completed within 12 months.

- 2) CATEGORY 2: IMPLEMENTATION. Project Period: 36 months. Competitive ID: BJS- 2016-9960.** Support for state UCR Programs that can already document in sufficient detail the need for and the costs associated with creating a new or expanding an existing NIBRS-certified program at the state level that can receive and process IBR data from the NCS-X sampled agencies in the state and then report those data in the NIBRS format to the FBI. This does not mean that to satisfy the goals of the implementation award the state UCR Program must collect data from all sampled agencies within the state; it means that the state UCR Program will be able to receive IBR data from the sampled agencies once those local agencies are able to report them. Proposals for an implementation award must specify the need for and cost of each major component of a state program designed to collect and process IBR data from local LE agencies and report those data to the FBI's NIBRS. These components include, but are not limited to, hardware, software, and telecommunications and bandwidth needs; direct and contractual personnel costs necessary for carrying out proposed program activities (not to exceed the length of the funding period); agency staff development; and technical assistance and other support from outside professionals. If a state program that is already NIBRS-certified includes in their application a plan to alter the IBR specifications used within the state, they must establish the new reporting standard for the state IBR component **within 6 months of the award date**.⁷

Implementation award proposals may also include requests to support the transition to IBR in the NCS-X sample of local LE agencies. Support for local agencies can include a request for funds both to (1) provide funding and technical assistance to NCS-X sample agencies to transition to IBR for agencies that have a completed readiness assessment and an associated cost estimate to transition and (2) conduct readiness assessments with the remaining NCS-X sampled agencies in the state, as part of the state implementation process and to support a future funding request to implement NIBRS in the local NCS-X sampled agencies. The activities conducted under an Implementation Project award should be completed within 36 months.

Applicants in eligible states that include conducting readiness assessments with the NCS-X sampled agencies should consult materials available on the BJS website for use in assessing the systems and crime reporting processes of local LE agencies. These resources can be found at <http://www.bjs.gov/content/ncsx.cfm> under the section "Additional information about incident-

⁶ The establishment of the IBR standard within the state is a critical component for evaluating the readiness of local LE agencies to report incident-based data that comply with the state standard.

⁷ The establishment of the IBR standard within the state is a critical component for evaluating the readiness of local LE agencies to report incident-based data that comply with the state standard.

based crime reporting.” BJS strongly suggests that state agencies negotiate the receipt of letters of commitment from the sampled agencies whose conversion costs are included in the state application for funding, and include these letters in the state proposal.

Statement of Work and Deliverables

- 1) **CATEGORY 1: PLANNING.** Applicants for planning awards should document the approach they will take to determine how to establish or expand a NIBRS-compliant state incident-based crime reporting program. The expansion should include, whenever possible, moving from the flat file submission format to the IEPD format, version 3.2. The application should include how the applicant will assess the technical, human resource, and management needs for establishing a new state IBR program or expanding an existing program, and the costs associated with that assessment.

Planning applications should detail how the agency will—

- A) Assess the need for funds that will enable the state program to collect incident-based crime data from the in-state members of the 400 NCS-X sample LE agencies and report NIBRS-compliant data to the FBI.
 - 1) Assess the current status of incident-based crime reporting to the state UCR Program and the increased burden that the state UCR Program would experience if LE agencies in the NCS-X 400 sample report their data; this assessment can rely partly on information learned from readiness assessments conducted with the local agencies.
 - 2) Determine the increased technical capacity and system needs (e.g., hardware, software, and telecommunications) at the state agency to support the increased flow of incident-based crime data.
 - 3) Determine additional staffing needs, both internal and external to the organization, during the transition period required to implement or expand a NIBRS-certified incident-based crime reporting program in the state, including instituting any new functions required as part of establishing a new IBR program.
 - 4) Determine the technical assistance that staff in the state program will need during the transition period. These needs must correspond to the tasks staff must complete in direct support of the state IBR program.
 - 5) Address any potential hurdles to reporting NIBRS-compliant data to the FBI.
 - 6) Support the transition to IBR in the NCS-X sample of local LE agencies by—
 - i) Providing funding and technical assistance to NCS-X sample agencies to transition to IBR *for agencies with a completed readiness assessment and an associated cost estimate to transition.* For these agencies, provide a detailed budget for the cost of bringing the agency’s data into compliance with the state’s IBR requirements. These costs may include reasonable software and hardware costs, direct and contractual personnel costs necessary for carrying out proposed program activities (not to exceed the length of the funding period), agency staff development, and technical assistance and other support from outside professionals. The plan for providing funding and technical assistance support should also include how the applicant will monitor the progress of local agencies during the conversion process.
 - ii) Conducting readiness assessments with the remaining NCS-X sampled agencies in

the state, as part of the state implementation process and to support a future funding request to implement NIBRS in the local NCS-X sampled agencies. This includes identifying the state agency or contract personnel responsible for managing the assessments, the associated required capabilities and competencies of those state agency or contract personnel, travel costs to conduct the on-site assessments (as needed), and plans for developing cost estimates for converting the local agencies to NIBRS/IBR based on the findings of the assessments.

- B) Develop a plan for collaborating with the NCS-X Implementation Team on project tasks, including any required outreach to stakeholders, technical assistance, project management, and deliverables identified by the applicant.
- C) Develop a timeline for implementation and completion, including a detailed task plan and tentative dates for all major project milestones and deliverables at both the state and local agency levels, as applicable.
- D) Develop a detailed budget, including staffing, travel, and any subcontract costs associated with the project's tasks. This budget should cover the costs associated with the planning process. The final deliverable must include estimates of the costs associated with full implementation of the state program.
- E) Develop a plan to obtain a letter of support from the designated state authority responsible for collecting and reporting crime data, which indicates support for collecting detailed crime-incident data at the state level, complying with the national NIBRS standards established by the FBI, and reporting data received from local LE agencies to the FBI's NIBRS program. This letter of support is a required element of a final plan to implement or expand the NIBRS-compliant state IBR program.

Deliverables: The final deliverable from a planning award is a detailed plan to establish the state's NIBRS-certified program, including the full cost of implementation, which would serve as the basis for a subsequent application for federal assistance. Interim deliverables include those that the applicant identified in the funding proposal, the letter of support identified in subsection E, and all required award progress reports. For applications that include support for the transition of NCS-X sample agencies to IBR, deliverables include monthly reports monitoring the progress of activities among local LE agencies that received funding and technical assistance under the award and evidence at the end of the project period that the agencies are reporting high-quality IBR data to the state. For applications that include conducting readiness assessments for NCS-X sample agencies in the state, deliverables include technical documentation and cost estimates for converting to IBR after completing the readiness assessments.

- 2) **CATEGORY 2: IMPLEMENTATION.** Applicants for implementation awards should document the need for funding to fully establish a new NIBRS-certified reporting program in the state or to expand an established NIBRS-certified program to accommodate data reporting from additional LE agencies. The expansion should include moving from the flat file submission format to the IEPD format, version 3.2. This documentation should include a delineation of the need for funds to collect incident-based crime data from at least the in-state members of the 400 NCS-X sample LE agencies and report NIBRS-compliant data to the FBI. The proposal requesting funding should clearly identify the cost for each component of the overall request. **It is assumed that applicants seeking an implementation award have engaged in sufficient planning to reasonably identify those costs and ensure that the goals of the implementation award can be met.**

Implementation applications should detail how the agency will —

- A) Assess the need for funds to enable the state program to collect incident-based crime data from the in-state members of the 400 NCS-X sample LE agencies and report NIBRS-compliant data to the FBI, addressing—
 - 1) Increased burden associated with expanding NIBRS collection, with an emphasis on the NCS-X sample agencies in the state.
 - 2) Review and analysis of the current and anticipated technical capacity and system needs (e.g., hardware or software) at the state agency to support the request for grant funds.
 - 3) Additional staffing needs, both internal and external to the organization, during the transition period required to implement or expand a NIBRS-certified incident-based crime reporting program at the state level.
 - 4) A plan for absorbing the costs associated with any new functions required as part of establishing a new IBR program after the end of the project period.
 - 5) Technical assistance needs during the transition period for state agency staff who will directly support the state IBR program.
 - 6) How the implementation process will address any potential hurdles to reporting NIBRS-compliant data to the FBI.
 - 7) Support for the transition to IBR in the NCS-X sample of local LE agencies by—
 - i) Providing funding and technical assistance to NCS-X sample agencies to transition to IBR *for agencies with a completed readiness assessment and an associated cost estimate to transition*. For such agencies, provide a detailed budget for the cost of bringing the agency's data into compliance with the state's IBR requirements. These costs may include reasonable software and hardware costs, direct and contractual personnel costs necessary for carrying out proposed program activities (not to exceed the length of the funding period), agency staff development, and technical assistance and other support from outside professionals. The plan to provide funding and technical assistance support should also include how the applicant will monitor the progress of local agencies during the conversion process.
 - ii) Conducting readiness assessments with the remaining NCS-X sampled agencies in the state as part of the state implementation process and to support a future funding request to implement NIBRS in the local NCS-X sampled agencies. This includes identifying the state agency or contract personnel responsible for managing the assessments, the associated required capabilities and competencies of those state agency or contract personnel, travel costs to conduct the on-site assessments (as needed), and plans for developing cost estimates for converting the local agencies to NIBRS/IBR based on the findings of the assessments.
- B) A plan for collaborating with the NCS-X Implementation Team on project tasks, including any required outreach to stakeholders, technical assistance, project management, and deliverables identified by the applicant.
- C) For states that are establishing a new IBR capacity, work with at least one of the NCS-X sampled agencies in the state to convert to IBR; that agency will serve as the test agency for submitting data to the state program as part of the FBI's NIBRS certification process.
- D) A timeline for implementation and completion, including a detailed task plan and tentative dates for all major project milestones and deliverables, including recertification of the NIBRS data submission process by the FBI, if applicable.

- E) A detailed budget, including staffing, travel, and any subcontract costs associated with the project tasks.

Deliverables: Final deliverables from implementation awards include (1) documentation verifying that the state NIBRS program is certified by the FBI to report data to the national system, and (2) for new NIBRS programs, documentation that at least one NCS-X sampled agency reports incident-based data to the state UCR Program. Interim deliverables include those identified by the applicant in the funding proposal and all required award progress reports. For applications that include support for the transition of NCS-X sample agencies to IBR, deliverables include monthly reports monitoring the progress of activities among local LE agencies that received funding and technical assistance under the award and evidence at the end of the project period that the agencies report high-quality IBR data to the state. For applications that include conducting readiness assessments for NCS-X sample agencies in the state, deliverables include technical documentation and cost estimates to convert to IBR after completing the readiness assessments.

All applicants—for both planning and implementation awards—should briefly describe how each task proposed will be completed and provide an estimated cost for each task. This task plan should include (1) a description of the specific strategies and approaches that will be used to complete the task, (2) a description of the capabilities and demonstration of the expertise that will enable the applicant to complete each task, and (3) cost estimates for performing the work. The application should sufficiently communicate the applicant’s knowledge of the challenges and complexities associated with the proposed work.

Each application should include a discussion of the following set of tasks, in addition to any other tasks identified directly by the applicant.

- a) **Project timeline:** Each application is required to include a preliminary, detailed task plan and timeline for implementing the project. The timeline should include plans for a project kickoff meeting to be held shortly after the start of the award. For planning purposes, projects should start no sooner than November 1, 2016. The kickoff meeting should be done via teleconference or video conference to save on travel costs. Based on the discussion with BJS and the NCS-X Implementation Team, the recipient will then revise, as needed, the project budget and the detailed timeline provided in the application, including dates of completion for each task, dates of delivery for any deliverables, dates of delivery for monthly status reports, and dates of scheduled meetings, where applicable.
- b) **Communication strategy:** Each application should outline a communication strategy that will describe how the recipient of funds will provide project updates to BJS and describe how the project activities will be communicated to LE agencies in the state, with special emphasis on the planned communications with NCS-X sampled agencies in the state. The communication strategy should include regular phone conferences with BJS and the FBI.
- c) **Status reports:** Along with required financial reports (see below), applicants must provide monthly written reports that update the status of each task identified, report the progress made toward completion of each task, and indicate the cumulative and last-month expenditures in each of the budget categories.

B. Federal Award Information

BJS anticipates making multiple awards for varying amounts and time periods, depending on the category under which the application is awarded. This solicitation offers two funding categories: Category 1: **Planning (Competition ID: BJS-2016-9940)** and Category 2: **Implementation (Competition ID: BJS-2016-9960)**.

To allow time for, among other things, any necessary post-award review, modification, and clearance by OJP of the proposed budget, applicants should propose an award start date of no earlier than November 1, 2016.

In certain cases, BJS may provide supplemental funding in future years to awards under this solicitation. Among other factors, important considerations in decisions regarding supplemental funding include the availability of funding, strategic priorities, BJS's assessment of the quality of the management of the award (e.g., timeliness and quality of progress reports), and BJS's assessment of the progress of the work funded under the award.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law. Funding will be pursuant to a cooperative agreement between BJS and the recipient.

Type of Award⁸

BJS expects that it will make all awards from this solicitation in the form of a cooperative agreement, as BJS expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. Funding recipients will be required to work directly with the NCS-X Implementation Team in carrying out the project. See [Administrative, National Policy, and Other Legal Requirements](#), under Section [F. Federal Award Administration](#), for details regarding the federal involvement anticipated under an award from this solicitation.

As discussed [later in the solicitation](#), important rules (including limitations) apply to any conference/meeting/training costs under cooperative agreements.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity⁹) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the recipient (and any subrecipient) is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated

⁸ See *generally* 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

⁹ For purposes of this solicitation, "pass-through entity" includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

- (b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- (c) Evaluate and monitor the recipient’s (and any subrecipient’s) compliance with statutes, regulations, and the terms and conditions of federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the recipient (or any subrecipient) considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

Administrative Funds—**ONLY** for funding being provided by the applicant to or on behalf of NCS-X sample agencies for which readiness assessments were conducted and cost estimates were generated, the applicant may use up to 10% of the funding amount requested to cover costs associated with administering the NCS-X funds to or on behalf of local agencies. The 10% may not be applied to technical assistance provided by the applicant to the local agency, nor can it be applied to conducting readiness assessments or other activities in support of local agency transition to IBR.

Supplanting—Supplanting is prohibited under this solicitation. Applicants cannot replace or supplant nonfederal funds that have been appropriated for the same purpose.

Leveraging of Grant Funds—Although supplanting is prohibited, the leveraging of federal and nonfederal funding is encouraged. For example, a state agency may use money from the NCS-X award and a state appropriation to fund different portions of the purchase of a state IBR repository or record management system upgrade. In instances where leveraging occurs, all federal grant funds must be tracked and reported separately and may not be used to fund the same line items. Additionally, federal funds cannot be used as match for other federal awards.

Cost Sharing or Matching Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Pre-Agreement Cost (also known as Pre-award Cost) Approvals

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on [Costs Requiring Prior Approval](#) in the [Financial Guide](#), for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.¹⁰ The 2016 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.) For employees who charge only a portion of their time to an award, the allowable amount to be charged is equal to the percentage of time worked times the maximum salary limitation.

The Director of BJS may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on “conference” approval, planning, and reporting available at www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

¹⁰ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed at Appendix VIII to 2 C.F.R. Part 200.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section under "Solicitation Requirements" in [OJP's Funding Resource Center](#).

C. Eligibility Information

Eligibility

For eligibility information, see title page.

For additional information on cost sharing or matching requirements, see [Section B. Federal Award Information](#).

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, BJS will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

D. Application and Submission Information

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may affect negatively the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJS has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, and resumes/curriculum vitae of key personnel. For purposes of this solicitation, "key personnel" means the project manager and any and all primary project staff working on activities defined in the applicant's proposal. Please review the "Note on File Names and File Types" under [How to Apply](#) to be sure applications are submitted in permitted formats.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Résumés") for all attachments. Also, OJP recommends that applicants include resumes in a single file.

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP's Grants

Management System (GMS) take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

Intergovernmental Review: This funding opportunity (program) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the "Program is not covered by E.O. 12372.")

2. Project Abstract

The project abstract is a very important part of the application, and serves as an introduction to the proposed project. BJS uses the project abstract for a number of purposes, including assignment of the application to an appropriate review panel. If the application is funded, the project abstract typically will become public information and be used to describe the project.

Applications should include a high-quality project abstract that summarizes the proposed project in 250-400 words. Project abstracts should be—

- written for a general public audience
- submitted as a separate attachment with "Project Abstract" as part of its file name
- single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

Project abstracts should follow the detailed template (including the detailed instructions as to content) available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

3. Program Narrative

The program narrative section of the application should not exceed 30 double-spaced pages in a 12-point font with 1-inch margins. If included in the main body of the program narrative, tables, charts, figures, and other illustrations count toward the 30-page limit for the narrative section. The project abstract, table of contents, appendices, and government forms do not count toward the 30-page limit.

If the program narrative fails to comply with these length-related restrictions, BJS may consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative. The program narrative must also address all of the elements included in the solicitation above under the section "Statement of Work and Deliverables."

Statement of the Problem

1. Applicant demonstrates a clear understanding of the problem and the goals of the solicitation.
2. Applicant demonstrates a general awareness of the current status of incident-based crime reporting among local LE agencies in their own state and the ability and

willingness of LE agencies in their state to report NIBRS-compliant data to the state UCR Program.

3. Applicant demonstrates understanding of the difference between a state IBR standard and the FBI's NIBRS standard, as applicable, and the need to evaluate the readiness of local agencies based on the state standard.
4. Applicant demonstrates understanding of the FBI's NIBRS, the specifications required for NIBRS data, and the requirements for becoming a NIBRS-certified state reporting program.
5. Applicant demonstrates knowledge of the impediments to local LE agencies reporting incident-based data with all of the required NIBRS elements.

Project Design and Implementation

1. The grant activities included in the application articulate a clear plan to establish or expand a NIBRS-certified program. If applying for a planning grant, the application is focused on developing a blueprint for program implementation. If applying for an implementation grant, the application includes a well-developed plan for establishing or expanding a NIBRS-certified program. Activities outlined in the application address in detail the required elements indicated above in the section titled "Statement of Work and Deliverables."
2. The grant activities included in the application articulate a clear plan to provide support to NCS-X sample agencies that are converting to IBR, if applicable. This includes a plan to provide funding and technical assistance, as needed, to agencies for which a readiness assessment has been completed, as well as a plan for conducting readiness assessments with other NCS-X sample agencies in the state.
3. The proposed project is justified and feasible. The applicant clearly demonstrates the ability to accomplish the project tasks outlined in the proposal, and the ability to complete the tasks and meet the project goals within the proposed time frame.
4. The applicant demonstrates an awareness of potential pitfalls of the proposed project design and has suggested feasible and reasonable actions to minimize or mitigate those pitfalls.

Capabilities and Competencies

1. The applicant has provided sufficient justification that the proposed project staff (that is, the project lead and other individuals and organizations) identified in the application who will be significantly involved in supporting the activities outlined in the proposal have the necessary qualifications and experience to fulfill the goals of the project and to complete project tasks.
2. The applicant has provided sufficient information about the capabilities and competencies of any proposed contract staff who will be used for project activities. If the staff are not yet employed, the applicant has provided sufficient detail regarding the capabilities and competencies the state agency will seek for such staff.

3. The applicant has demonstrated the ability of the applicant organization to manage the overall project effort.
4. The applicant has made a clear connection between the capabilities and competencies of the proposed project staff, including the applicant organization and the scope of the proposed project and activities required to achieve the project goals.

Plan for Collecting the Data Required for this Solicitation’s Performance Measures

To demonstrate program progress and success, as well as to assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103–62, and the GPRA Modernization Act of 2010, Public Law 111–352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. (Submission of performance measures data is not required for the application.) Performance measures for this solicitation are as follows:

| Objective | Performance Measures | Data Grantee Provides |
|---|--|--|
| Assess the needs associated with establishing or expanding a NIBRS-compliant IBR program. | Number of meetings and/or conference calls held. | <p>Number of meetings and/or conference calls held with the NCS-X Implementation Team.</p> <p>Number of meetings and/or conference calls held with applicable contract agencies or companies to clarify system needs at the state agency level.</p> |
| | Develop a plan as a result of an assessment. | Provide a plan as a result of assessing the technical capacity and system needs to establish a NIBRS-certified IBR program. |
| | Deliverables completed on time. | <p>Provide documentation of meetings with NCS-X Implementation Team members, including meeting minutes, and “next steps” identified during those meetings.</p> <p>Provide memos summarizing contacts and meetings with applicable contract agencies or companies and any “next steps” identified from those discussions.</p> |

| | | |
|--|--|---|
| Coordinate with NCS-X Implementation Team to receive technical assistance to support NIBRS reporting expansion activities. | Number of agencies receiving technical assistance. | Number of agencies (by type) receiving technical assistance from the NCS-X Implementation Team. |
| | Number of agencies requesting technical assistance. | Number of agencies (by type) requesting technical assistance from the NCS-X Implementation Team. |
| | Number of agencies that apply for certification as a result of technical assistance. | Number of agencies (by type) that apply for NIBRS certification as a result of technical assistance from the FBI CJIS Division staff. |
| Establish a NIBRS-certified IBR program in the state (if applicable). | Number of deliverables completed on time. | Provide letter of support from the designated authority of the state agency in support of program activities. |
| | Number of deliverables that meet expectations. | Submit a complete, feasible, and high- quality plan for developing a state IBR program that is certified by the FBI to report data to NIBRS. Provide documentation verifying that at least one NCS-X sampled agency has reported IBR data to the state program. |
| Expand current NIBRS-compliant program to accept additional IBR data from LE agencies in the state (if applicable). | Number of deliverables that meet expectation. | Provide a comprehensive outline for the components of a plan to expand capacity to receive additional IBR data in the state, and submit the outline to the BJS program manager for review and approval. Documentation verifying that the state program is certified by the FBI to report incident-based data to NIBRS. Documentation verifying that at least one NCS-X sampled agency has reported IBR data to the state program. |
| | | Number of agencies submitting quality records to state repository. |

| | | |
|---|---|--|
| Provide support for transitioning to IBR among local LE agencies in the NCS-X sample for which a readiness assessment has been conducted (if applicable). | Number of local NCS-X sample agencies with a readiness assessment who are receiving pass-through funding from the grantee agency. | List of agencies with a readiness assessment who are receiving pass-through funding from the grantee agency. |
| | Number of local law enforcement agencies in the NCS-X sample that are receiving technical assistance from the grantee agency. | List of agencies receiving technical assistance. |
| Assess the needs of local LE agencies in the NCS-X sample to transition to IBR. | Number of readiness assessments scheduled for NCS-X sample LE agencies. | Number of readiness assessments scheduled, including a list of agencies scheduled and the associated dates. |
| | Number of readiness assessments completed for local NCS-X sample LE agencies. | Number of readiness assessments completes, including the list of agencies. |
| | Number of readiness assessment reports completed for local NCS-X sample LE agencies | Number of readiness assessment reports completes, including the list of agencies. |

4. Budget Detail Worksheet and Budget Narrative

IMPORTANT NOTE: BJS requires that the application include a separate Budget Detail Worksheet and Budget Narrative for each proposed subcontractor or subrecipient of funds associated with the proposed program.

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. BJS expects applicants to provide a thorough narrative to each section of the Budget Detail Worksheet. The Budget Detail Worksheet should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at <http://ojp.gov/financialguide/DOJ/index.htm>.

b. Budget Narrative

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete,

cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be sound mathematically, and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

c. Noncompetitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the noncompetitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

d. Pre-Agreement Cost Approvals

For information on pre-agreement costs approvals, see [Section B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only under the following circumstances:

- (a) The applicant has a current, federally approved indirect cost rate; or
- (b) The applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f).

Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant’s accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the “Glossary of Terms” in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.

In order to use the “de minimis” indirect rate, attach written documentation to the application that advises OJP of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the “de minimis” method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as

both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.¹¹

6. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

7. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status.

OJP seeks this information to ensure appropriate federal oversight of any grant award. Disclosing this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

8. Additional Attachments

a. Applicant disclosure of pending applications¹²

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement

¹¹ See 2 C.F.R. § 200.414(f).

¹² Typically, the applicant is not the principal investigator; rather, the applicant, most frequently, is the institution, organization, or company in which the principal investigator is employed.

comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency
- The solicitation name/project name
- The point of contact information at the applicable funding agency

| Federal or State Funding Agency | Solicitation Name/Project Name | Name/Phone/Email for Point of Contact at Funding Agency |
|--|---|---|
| DOJ/COPS | COPS Hiring Program | Jane Doe, 202/000-0000; jane.doe@usdoj.gov |
| HHS/ Substance Abuse & Mental Health Services Administration | Drug Free Communities Mentoring Program/ North County Youth Mentoring Program | John Doe, 202/000-0000; john.doe@hhs.gov |

Applicants should include the table as a separate attachment to their application. The file should be named “Disclosure of Pending Applications.”

Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

9. Financial Management and System of Internal Controls Questionnaire

In accordance with the Part 200 Uniform Requirements as set out at [2 C.F.R. 200.205](#), federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, all applicants (other than an individual) are to download, complete, and submit this [form](#).

10. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form [Disclosure of Lobbying Activities \(SF-LLL\)](#). Applicants that do not expend any funds for lobbying activities are to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

How to Apply

Applicants must register in, and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

BJS strongly encourages all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Browser Information: Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

Note on Attachments. Grants.gov has two categories of files for attachments: mandatory and optional. OJP receives all files attached in both categories. Please ensure all required documents are attached in the mandatory category.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov is designed to forward successfully submitted applications to OJP's Grants Management System (GMS).

| Characters | Special Characters | | |
|--------------------|---|------------------|-----------------------|
| Upper case (A – Z) | Parenthesis () | Curly braces { } | Square brackets [] |
| Lower case (a – z) | Ampersand (&) | Tilde (~) | Exclamation point (!) |
| Underscore (_) | Comma (,) | Semicolon (;) | Apostrophe (') |
| Hyphen (-) | At sign (@) | Number sign (#) | Dollar sign (\$) |
| Space | Percent sign (%) | Plus sign (+) | Equal sign (=) |
| Period (.) | When using the ampersand (&) in XML, applicants must use the “&amp;” format. | | |

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant organization until the applicant organization has complied with all applicable DUNS and SAM requirements. Individual applicants must

comply with all Grants.gov requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Individual applicants should search Grants.gov for a funding opportunity for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. Complete the registration form at <https://apply07.grants.gov/apply/IndCPRegister> to create a username and password. Individual applicants should complete all steps except 1, 2, and 4.

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1–2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take up to 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.gov.

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/web/grants/register.html. Individuals registering with Grants.gov should go to <http://www.grants.gov/web/grants/applicants/individual-registration.html>.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.734, titled “Special Data Collections and Statistical Studies” and the funding opportunity number is BJS-2016-9920.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.
7. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24-48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on June 3, 2016.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, BJS will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How To Apply](#).

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the [Grants.gov Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. The applicant must email the BJS contact identified in the Contact Information section on page 3 **within 24 hours after the application deadline** and request approval to submit their application. The email must describe the technical difficulties, and include a timeline of the applicant’s submission efforts, the complete grant application, the applicant’s DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJS does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desk to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant’s request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology environment, including firewalls, browser incompatibility, etc.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at <http://ojp.gov/funding/index.htm>.

E. Application Review Information

Selection Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

Applicants should refer to "[Section D. Application and Submission Information](#)" under subsection "3. Program Narrative" for specific details about what the program narrative should address for sections 1 through 4 of the Selection Criteria below.

1. **Statement of the Problem** (Understanding of the problem and its importance) – 10%
2. **Project Design and Implementation** (Quality and technical merit) – 50%
3. **Capabilities and Competencies** (Capabilities, demonstrated productivity, and experience of the applicant organization and proposed project staff) – 25%
4. **Plan for Collecting the Data Required for this Solicitation's Performance Measures**
5. **Budget:** complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures and should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project – 15%

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. BJS reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant

- Applications must request funding within programmatic funding constraints (if applicable)
- Applications must be responsive to the scope of the solicitation
- Applications must include all items designated as “critical elements”
- Applicants will be checked against the System for Award Management

For a list of critical elements, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

BJs may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

All final award decisions will be made by the Director of BJS. Peer reviewers’ ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, proposed budgets, past performance under prior BJS and OJP awards, strategic priorities, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date (by September 30, 2016). Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and

conditions, and other legal requirements, that are included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed it on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must submit in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements¹³ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases.

OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via the [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, BJS expects that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with BJS.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with

¹³ See *generally* 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award, consistent with OJP policy and guidance on “conference” approval, planning, and reporting.

General Information About Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative, or administrative requirements of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For Federal Awarding Agency Contact(s), see the title page.

For contact information for Grants.gov, see the title page.

H. Other Information

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. Replies are not sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, you must directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to ojpeerreview@lmsolas.com. The OJP Solicitation Feedback email account will not forward your resume. Note: Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

APPENDIX A – Eligible State UCR Programs¹⁴

Alaska

Alaska Department of Public Safety
Criminal Records and Identification Bureau
Uniform Crime Reporting Section
5700 East Tudor Road
Anchorage, AK 99507
(907) 269-5526

Arizona

Uniform Crime Reporting Program
Compliance & Information Services Bureau
Arizona Department of Public Safety
Post Office Box 6638
Phoenix, AZ 85005-6638
(602) 223-2488

Georgia

Georgia Crime Information Center
Georgia Bureau of Investigation
Post Office Box 370748
Decatur, GA 30037-0748
(404) 270-8454

Hawaii

Crime Prevention and Justice Assistance Division
Department of the Attorney General
235 South Beretania Street, Suite 401
Honolulu, HI 96813
(808) 586-1445

Illinois

Illinois State Police
801 South 7th Street, 300 South
Springfield, IL 62703-2487
(217) 557-6482

Kansas

Kansas Bureau of Investigation
Incident Based Reporting Section
1620 Southwest Tyler Street
Topeka, Kansas 66612
(785) 296-8279

Minnesota

Bureau of Criminal Apprehension
Minnesota Justice Information Services
1430 Maryland Avenue East
St. Paul, MN 55106-2802
(651) 793-2400

New Jersey

Uniform Crime Reporting Unit
New Jersey State Police
Post Office Box 7068
West Trenton, NJ 08628-0068
(609) 882-2000 x2382

New Mexico

New Mexico Department of Public Safety
LE Records Bureau
Uniform Crime Reporting
Post Office Box 1628
Santa Fe, NM 87504-1628
(505) 827-9297

Oklahoma

Oklahoma State Bureau of Investigation
6600 North Harvey, Suite 300
Oklahoma City, OK 73116
(405) 879-2533

Oregon

Criminal Justice Information Service Division
Oregon State Police
3710 Portland Road NE
Salem, OR 97301
(503) 934-2342

Texas

Crime Information Bureau
Texas Department of Public Safety
Post Office Box 4143
Austin, TX 78765-4143
(512) 424- 2418

Utah

Uniform Crime Reporting
Bureau of Criminal Identification
3888 West 5400 South
Salt Lake City, UT 84129
(801) 965-4454

¹⁴ Contact information for Indiana and Mississippi is not included because there is no current state agency designated as the state UCR Program.

Appendix B – NCS-X Sample Agencies in Each Eligible State

| Stratum | Agency Name | City | State |
|---------|---|---------------|-------|
| 10 | Seward Police Department | Seward | AK |
| 2 | Mesa Police Department | Mesa | AZ |
| 2 | Phoenix Police Department | Phoenix | AZ |
| 2 | Tucson Police Department | Tucson | AZ |
| 5 | Pima County Sheriff's Office | Tucson | AZ |
| 7 | Chandler Police Department | Chandler | AZ |
| 7 | City of Peoria Police Department | Peoria | AZ |
| 8 | Sierra Vista Police Department | Sierra Vista | AZ |
| 9 | San Luis Department of Public Safety | San Luis | AZ |
| 12 | Colorado River Tribal Police Department | Parker | AZ |
| 2 | Dekalb County Police Department | Tucker | GA |
| 2 | Atlanta Police Department | Atlanta | GA |
| 3 | Clark-Atlanta University | Atlanta | GA |
| 3 | College of Coastal Georgia Public Safety Department | Brunswick | GA |
| 5 | Barrow County | Winder | GA |
| 5 | Bartow County Sheriff's Office | Cartersville | GA |
| 5 | Carroll County Sheriff's Department | Carrollton | GA |
| 5 | Early County Sheriff's Department | Blakely | GA |
| 5 | Fulton County Police Department | Atlanta | GA |
| 5 | Gwinnett County Police Department | Lawrenceville | GA |
| 5 | Polk County Police Department | Cedartown | GA |
| 7 | Muscogee County Sheriff's Office | Columbus | GA |
| 7 | Richmond County Sheriff's Office | Augusta | GA |
| 8 | Smyrna Police Department | Smyrna | GA |
| 8 | Newnan Police Department | Newnan | GA |
| 9 | Canton Police Department | Canton | GA |
| 9 | Suwanee Police Department | Suwanee | GA |
| 10 | Byromville Police Department | Byromville | GA |
| 10 | Hephzibah Police Department | Hephzibah | GA |
| 11 | Atlanta Metropolitan College | Atlanta | GA |
| 2 | Honolulu County Police Department | Honolulu | HI |
| 2 | Chicago Police Department | Chicago | IL |
| 4 | Armington Police Department | Armington | IL |
| 5 | Champaign County Sheriff's Office | Urbana | IL |
| 5 | Macon County Sheriff's Office | Decatur | IL |
| 5 | St Clair County Sheriff's Department | Belleville | IL |
| 6 | Hancock County Sheriff's Office | Carthage | IL |
| 6 | Wabash County Sheriff's Office | Mount Carmel | IL |
| 7 | Aurora Police Department | Aurora | IL |
| 7 | Springfield Police Department | Springfield | IL |
| 8 | Buffalo Grove Police Department | Buffalo Grove | IL |
| 8 | Elmhurst Police Department | Elmhurst | IL |

| | | | |
|----|--|------------------|----|
| 9 | Sauk Village Police Department | Sauk Village | IL |
| 9 | Willowbrook Police Department | Willowbrook | IL |
| 9 | Geneva Police Department | Geneva | IL |
| 9 | Woodstock Police Department | Woodstock | IL |
| 10 | Mound City Police Department | Mound City | IL |
| 10 | South Barrington Police Department | South Barrington | IL |
| 10 | Greenville Police Department | Greenville | IL |
| 10 | Martinsville Police Department | Martinsville | IL |
| 10 | Phoenix Police Department | Phoenix | IL |
| 10 | Ridgway Police Department | Ridgway | IL |
| 10 | Fox River Grove Police Department | Fox River Grove | IL |
| 10 | Palmyra Police Department | Palmyra | IL |
| 10 | Pleasant Hill Police Department | Pleasant Hill | IL |
| 10 | Freeburg Police Department | Freeburg | IL |
| 10 | Minonk Police Department | Minonk | IL |
| 2 | Indianapolis Metro Police Department | Indianapolis | IN |
| 2 | Indiana State Police Department | Indianapolis | IN |
| 3 | Indiana University Northwest | Gary | IN |
| 3 | Indiana University Police Department | Bloomington | IN |
| 3 | Indiana State Excise Police | Indianapolis | IN |
| 5 | Delaware County Sheriff's Office | Muncie | IN |
| 5 | Hendricks County Sheriff's Department | Danville | IN |
| 5 | St Joseph County Sheriff's Department | South Bend | IN |
| 6 | Parke County Sheriff's Department | Rockville | IN |
| 7 | Fort Wayne Police Department | Fort Wayne | IN |
| 7 | South Bend Police Department | South Bend | IN |
| 8 | New Albany Police Department | New Albany | IN |
| 8 | Fishers Police Department | Fishers | IN |
| 9 | Goshen Police Department | Goshen | IN |
| 9 | Whiting Police Department | Whiting | IN |
| 10 | Winchester Police Department | Winchester | IN |
| 8 | Olathe Police Department | Olathe | KS |
| 7 | Topeka Police Department | Topeka | KS |
| 2 | Minneapolis Police Department | Minneapolis | MN |
| 5 | Anoka County Sheriff's Office | Andover | MN |
| 5 | Ramsey County Sheriff's Department | Saint Paul | MN |
| 6 | Lac Qui Parle County Sheriff's Office | Madison | MN |
| 7 | Saint Paul Police Department | Stain Paul | MN |
| 8 | Rochester Police Department | Rochester | MN |
| 9 | Brainerd Police Department | Brainerd | MN |
| 9 | Saint Louis Park Police Department | Saint Louis Park | MN |
| 10 | La Crescent Police Department | La Crescent | MN |
| 5 | Washington County Sheriff's Department | Greenville | MS |
| 9 | Indianola Police Department | Indianola | MS |
| 10 | Poplarville Police Department | Poplarville | MS |

| | | | |
|----|--|-------------------|----|
| 10 | Shelby Police Department | Shelby | MS |
| 12 | Choctaw Police Department | Philadelphia | MS |
| 2 | Jersey City Police Department | Jersey City | NJ |
| 2 | Newark Police Department | Newark | NJ |
| 2 | New Jersey State Police | West Trenton | NJ |
| 5 | Bridgewater Township Police Department | Bridgewater | NJ |
| 5 | South Brunswick Township Police Department | Monmouth Junction | NJ |
| 5 | Atlantic County Sheriff's Office | Mays Landing | NJ |
| 5 | Gloucester Township Police Department | Blackwood | NJ |
| 5 | Montclair Police Department | Montclair | NJ |
| 5 | East Windsor Township Police Department | East Windsor | NJ |
| 5 | East Brunswick Department of Public Safety | East Brunswick | NJ |
| 5 | Freehold Township Police Department | Freehold | NJ |
| 5 | Hazlet Township Police Department | Hazlet | NJ |
| 5 | Roxbury Township Police Department | Ledgewood | NJ |
| 5 | Lacey Township Police Department | Forked River | NJ |
| 5 | Passaic County Sheriff's Department | Wayne | NJ |
| 5 | Hillsborough Township Police Department | Hillsborough | NJ |
| 5 | Springfield Police Department | Springfield | NJ |
| 6 | Holland Township Police Department | Milford | NJ |
| 6 | Robbinsville Township Police Department | Robbinsville | NJ |
| 6 | Warren Township Police Department | Warren | NJ |
| 7 | Atlantic City Police Department | Atlantic City | NJ |
| 7 | Trenton Police Department | Trenton | NJ |
| 8 | Plainfield Police Department | Plainfield | NJ |
| 8 | Rahway Police Department | Rahway | NJ |
| 9 | Ridgefield Park Police Department | Ridgefield Park | NJ |
| 9 | Roseland Police Department | Roseland | NJ |
| 9 | Pompton Lakes Police Department | Pompton Lakes | NJ |
| 10 | Far Hills Boro Police Department | Far Hills | NJ |
| 2 | Albuquerque Police Department | Albuquerque | NM |
| 5 | Sandoval County Sheriff's Office | Bernalillo | NM |
| 6 | Guadalupe County Sheriff's Department | Santa Rosa | NM |
| 7 | Las Cruces Police Department | Las Cruces | NM |
| 10 | Village of Logan Police Department | Logan | NM |
| 12 | Laguna Tribal Police Department | Laguna | NM |
| 2 | Oklahoma City Police Department | Oklahoma City | OK |
| 3 | University of Central Oklahoma | Edmond | OK |
| 6 | Cotton County Sheriff's Department | Walters | OK |
| 8 | Enid Police Department | Enid | OK |
| 10 | Mangum Police Department | Mangum | OK |
| 10 | Laverne Police Department | Laverne | OK |
| 10 | Tonkawa Police Department | Tonkawa | OK |
| 10 | Dewey Police Department | Dewey | OK |
| 2 | Portland Police Bureau | Portland | OR |

| | | | |
|----|---|----------------|----|
| 2 | Oregon State Police | Salem | OR |
| 5 | Washington County Sheriff's Office | Hillsboro | OR |
| 9 | Klamath Falls Police Department | Klamath Falls | OR |
| 12 | Warm Springs Tribal Police Department | Warm Springs | OR |
| 2 | El Paso Police Department | El Paso | TX |
| 2 | Harris County Sheriff's Office | Houston | TX |
| 2 | Travis County Sheriff's Office | Austin | TX |
| 2 | Austin Police Department | Austin | TX |
| 2 | Dallas Police Department | Dallas | TX |
| 2 | Houston Police Department | Houston | TX |
| 2 | San Antonio Police Department | San Antonio | TX |
| 3 | University of Texas Pan American | Edinburg | TX |
| 5 | Fort Bend County Sheriff's Office | Richmond | TX |
| 5 | Nacogdoches County Sheriff's Department | Nacogdoches | TX |
| 5 | Parker County Sheriff's Department | Weatherford | TX |
| 6 | Real County Sheriff's Department | Leakey | TX |
| 7 | Brownsville Police Department | Brownsville | TX |
| 7 | Irving Police Department | Irving | TX |
| 7 | Pasadena Police Department | Pasadena | TX |
| 7 | Beaumont Police Department | Beaumont | TX |
| 7 | Abilene Police Department | Abilene | TX |
| 7 | Wichita Falls Police Department | Wichita Falls | TX |
| 8 | Addison Police Department | Addison | TX |
| 8 | San Marcos Police Department | San Marcos | TX |
| 9 | Selma Police Department | Selma | TX |
| 9 | Groves Police Department | Groves | TX |
| 9 | Bay City Police Department | Bay City | TX |
| 9 | Lake Worth Police Department | Lake Worth | TX |
| 9 | Brookshire Police Department | Brookshire | TX |
| 10 | Santa Anna Police Department | Santa Anna | TX |
| 10 | Southside Place Police Department | Houston | TX |
| 10 | Whitney Police Department | Whitney | TX |
| 10 | Stagecoach Police Department | Magnolia | TX |
| 10 | Sinton Police Department | Sinton | TX |
| 11 | Independent School District: Fort Bend | Sugar Land | TX |
| 11 | Independent School District: Aldine | Houston | TX |
| 11 | Independent School District: Laredo | Laredo | TX |
| 5 | Sevier County Sheriff's Department | Richfield | UT |
| 10 | Mount Pleasant Police Department | Mount Pleasant | UT |

Application Checklist

2016 National Crime Statistics Exchange (NCS-X) Implementation Assistance Program: Phase II – Support for State Programs

This application checklist has been created to assist in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- _____ Acquire a DUNS Number (see page 30)
- _____ Acquire or renew registration with SAM (see page 30)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 30)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 30)

To Find Funding Opportunity:

- _____ Search for the funding opportunity on Grants.gov (see page 31)
- _____ Select the correct Competitive ID (see page 31)
- _____ Download Funding Opportunity and Application Package (see page 31)
- _____ Sign up for Grants.gov [email](#) notifications (optional) (see page 29)
- _____ Read [Important Notice: Applying for Grants in Grants.gov](#)
- _____ Read OJP policy and guidance on “conference” approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see page 19)

After Application Submission, Receive Grants.gov Email Notifications That:

- _____ (1) application has been received
- _____ (2) application has either been successfully validated or rejected with errors (see page 31)

If no Grants.gov receipt, and validation or error notifications are received:

- _____ contact BJS regarding experiencing technical difficulties (see page 31)

General Requirements:

- _____ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.
- _____ Review the [Eligibility Limitations](#) on the Title Page of this solicitation.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 20)
- _____ Project Abstract (see page 21)
- _____ Program Narrative (see page 21)
- _____ Budget Detail Worksheet (see page 25)
- _____ Budget Narrative (see page 25)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 26)
- _____ Tribal Authorizing Resolution (if applicable) (see page 27)
- _____ Applicant Disclosure of High Risk Status (see page 27)
- _____ Additional Attachments

- _____ Applicant Disclosure of Pending Applications (see page 27)
- _____ Financial Management and System of Internal Controls Questionnaire (see page 28)
- _____ [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see page 28)
- _____ Employee Compensation Waiver request and justification (see page 19)