

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



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## **Law Enforcement Core Statistics (LECS) Program FY 2019 Competitive Grant Solicitation**

**CFDA # 16.734**

**Grants.gov Solicitation Number:** BJS-2019-15728

**Solicitation Release Date:** March 7, 2019

**Application Deadline:** 11:59 p.m. eastern time on May 6, 2019

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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is seeking applications for funding to administer the Law Enforcement Core Statistics (LECS) program. As the primary source for criminal justice statistics in the United States, BJS is responsible for collecting, analyzing, publishing, and disseminating statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This program furthers the Department's mission by promoting cooperative law enforcement partnerships and advancing effective criminal justice programs using rigorous research and statistics.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants for the preparation and submission to OJP of applications for funding. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

### **Eligibility** (Who may apply):

Eligible applicants are national, regional, state, or local public and private entities, including for-profit and nonprofit organizations (including tribal for-profit and nonprofit organizations); faith-based and community organizations; institutions of higher education (including tribal institutions of higher education); units of local government that support initiatives to improve the functioning of the criminal justice system; and federally recognized Indian tribal governments (as determined by the Secretary of the Interior). (A determination by the Secretary of the Interior is not required for tribes to which federal recognition was extended by virtue of Public Law 115-121, the Thomasina E. Jordan Indian Tribes of Virginia Federal Recognition Act of 2017.)

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

BJS will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire program. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

BJS may elect to fund applications submitted under this FY 2019 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

### **Contact Information**

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the BJS contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the [How To Apply](#) (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

For assistance with any other requirements of this solicitation, contact Shelley S. Hyland, Statistician and Program Manager, by telephone at 202-307-0765, or by email at [AskBJS@usdoj.gov](mailto:AskBJS@usdoj.gov). Include “LECS FY19” in the subject line.

### **Post-Award Legal Requirements Notice**

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

### **Deadline details**

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on May 6, 2019.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant 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.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see the “How to Apply (Grants.gov)” section in the [OJP Grant Application Resource Guide](#).

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# FY 2019 Law Enforcement Core Statistics (LECS) Program (CFDA # 16.734)

## A. Program Description

### Overview

Under 34 U.S.C. § 10132 (c)(3), the Bureau of Justice Statistics (BJS) is authorized to “collect and analyze data that will serve as a continuous and comparable national social indication of the prevalence, incidence, rates, extent, distribution, and attributes of crime . . .” To support this goal, BJS has conducted surveys of law enforcement agencies (LEAs) and will update that collection with this solicitation. The Law Enforcement Core Statistics (LECS) program will focus on the organizational characteristics of LEAs to provide accurate and timely national statistics about the personnel, operations, policies, and procedures of federal, state, county, local, and tribal LEAs in the United States. The LECS includes BJS’s two core law enforcement collections: the Law Enforcement Management and Administrative Statistics (LEMAS) and the Census of State and Local Law Enforcement Agencies (CSLLEA).

As part of the LECS program, this 48-month program includes (1) fielding the LEMAS in 2020, (2) frame cleaning and fielding the CSLLEA in 2022, (3) developing and testing a LEMAS supplemental survey instrument, and (4) developing and maintaining an active roster of in-service LEAs.

**Statutory Authority:** 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. BJS is authorized to issue this solicitation under 34 U.S.C. § 10132.

### Program-Specific Information

The LECS captures critical data on the management and administration of LEAs in a systematic and efficient manner through the sequential administration of the LEMAS and CSLLEA data collections. These programs are described below.

#### Law Enforcement Management and Administrative Statistics (LEMAS) survey

The LEMAS core survey is the most systematic and comprehensive source of national data on law enforcement personnel, expenditures and pay, operations, equipment, computers and information systems, and policies and procedures. It provides national estimates for all state, county, and local general-purpose LEAs (i.e., any public agency with one or more sworn officers whose patrol and enforcement responsibilities are primarily delimited by the boundaries of a municipal, county, or state government) based on a nationally representative sample of agencies. LEMAS core surveys have been conducted periodically since 1987. Data collected provide information on current issues and trends in law enforcement practices in the United States. These data have been used in policymaking, planning, and budgeting at all levels of government.

LEMAS surveys are administered to a sample of general-purpose state and local LEAs. Agencies with 100 or more full-time sworn officers are selected with certainty, while those with fewer than 100 full-time sworn officers are sampled based on agency size and type, typically producing a sample size of about 3,500 agencies. The most recent LEMAS survey was administered in 2016 under the solicitation “*FY 2015 Law Enforcement Core Statistics Program (LECS)*.” The 2016 LEMAS was a 51-item survey covering descriptive information, personnel, operations, community policing, equipment, technology, policies and procedures, and special problems/tasks. BJS is significantly revising the LEMAS core survey instrument for the 2020 administration to reduce the 3-hour burden and to make it more relevant to LEAs.

Data collection for the 2016 LEMAS survey was completed in 2017, and 55% of surveys were completed in the first 2 months of data collection. The overall response rate was 80.1%. Historically, the response rate has been 90% or higher but past surveys were in the field much longer. The 2016 LEMAS was fielded for 7 months (November 2016-June 2017). This high response rate and low rates of missing data are expected in BJS law enforcement surveys and are encouraged by Office of Management and Budget (OMB) standards for federal statistical programs. For the 2016 survey, agencies could respond using a web-based survey program or by mail, email, or fax. Multiple survey modes and thorough non-response follow-up led to high response rates. More information on the LEMAS can be found at:

<https://www.bjs.gov/index.cfm?ty=dcdetail&iid=248>

#### Census of State and Local Law Enforcement Agencies (CSLLEA)

The CSLLEA has been conducted regularly since 1992. It enumerates all publicly funded state, county, local, and tribal LEAs operating in the United States and provides complete personnel counts from about 18,000 LEAs. Historically, it has achieved at least a 98% response rate. BJS has not published data from the CSLLEA since the 2008 administration. The 2018 CSLLEA is currently in the field, and results will not be available until 2020.

For purposes of the CSLLEA, an LEA is a publicly funded government entity responsible for enforcing laws, maintaining public order, and promoting public safety. To be within the scope, agency LEA must employ the equivalent of one full-time sworn officer with general arrest powers. The CSLLEA collects information from local police departments, sheriffs’ offices, state LEAs, and special jurisdiction agencies. Local police departments include municipal, county, and regional police that are granted authority from the local governing body. Sheriffs’ offices are generally empowered by the state to enforce laws at the county level. Special-jurisdiction agencies provide police services in areas within another jurisdiction. They are usually full-service departments with law enforcement authority in parks, transportation assets (e.g., airports, subways), housing authorities, schools, hospitals, government buildings, or tribal lands.

CSLLEA data serve as the sampling frame for the LEMAS survey, so it is important to identify and record a complete census of agencies. More information on the CSLLEA can be found at:

<https://www.bjs.gov/index.cfm?ty=dcdetail&iid=249>

#### **Goals, Objectives, and Deliverables**

The LECS is a 48-month program with funding dependent on performance. The goal is to provide accurate and timely national statistics about the personnel, operations, policies, and procedures of state, county, local, and tribal LEAs. The primary objectives are to (1) field the LEMAS in 2020, (2) update the frame and field the CSLLEA in 2022, (3) develop and test a LEMAS supplemental survey instrument, and (4) develop and maintain an active roster of in-service LEAs.

Consistent with the use of a cooperative agreement, BJS will be substantially involved in the program. This includes direct oversight and involvement in implementing the program but does not involve day-to-day program management. The following statement of work describes the scope of work necessary for the successful applicant to prepare, design, and carry out the LECS and includes the main program deliverables with target end dates.

The applicant should briefly describe how it would accomplish each deliverable in the time frame specified and estimate the costs associated with each. This should include (1) a description of the specific strategies and/or innovative approaches the applicant would conduct to meet each outcome, (2) a description of the capabilities and demonstration of the expertise that will enable the applicant to successfully meet each outcome, and (3) cost estimates for performing the work. The application should describe the applicant's knowledge of the challenges and complexities associated with developing the survey instrumentation, designing the samples, achieving adequate response rates to minimize bias, and the proposed approaches to collecting data, developing and testing the survey instrument, and disseminating the findings.

The recipient of funds will complete all work associated with successfully fielding and delivering data for these collections, according to the time frames BJS establishes. The specific tasks for each collection are described below. Although they may vary, they generally include instrument design, development, and testing; frame development or sample design; OMB clearances (whether generic for design and testing work or full clearance for a survey); survey administration procedures, including mixed mode as necessary; data collection and verification; sample maintenance and assessments of bias in responses; weighting and imputation; and dataset preparation and delivery, including codebooks and documentation.

### **Task 1: Program management (all years)**

- a. Program timeline:** Within 2 weeks of the award start date, the recipient of funds will meet with BJS to discuss the proposed tasks. The recipient of funds will then develop and propose, for BJS approval, a detailed timetable outlining the completion dates for each task, the delivery date for each deliverable and status report, and the dates for scheduled meetings.
- b. Communications strategy:** Applications should include a communications strategy that addresses how the recipient of funds will keep BJS informed about program planning, development, and management.
- c. Meetings:** Applicants should plan for travel for several meetings, including:
  - i. Annual kickoff meetings at BJS to discuss plans and schedule activities for the upcoming program year.
  - ii. Stakeholder meeting(s) as directed by BJS. These will involve meetings with experts and stakeholders that focus on the content of survey instruments. A minimum of one stakeholder meeting may be required for the LEMAS Supplement for survey development. Applicants should determine the necessity of an expert panel meeting for the LEMAS Supplement and budget accordingly. Stakeholder meetings are not expected for the LEMAS core or CSLLEA.
  - iii. A wrap-up meeting at the end of the program to present findings and recommendations to BJS.

**d. Progress reports:**

- i. Provide semi-annual reports on the status of the award, deliverables, and expenditures uploaded into the Office of Justice Programs (OJP) Grant Management System.
- ii. Provide quarterly financial reports uploaded into the OJP Grant Management System.
- iii. Provide monthly, written reports that update the status on areas such as tasks, timeline, and expenditures.
- iv. During data collection, provide reports on the status of sample collection and paradata, such as the number of interviews worked per reporting period, response rates, field costs, etc.

**e. Data management plan:** The recipient of funds is required to develop and maintain a data management plan (DMP) that describes how the data collected under BJS's authority for the program will be handled, processed, maintained, and disposed. The DMP should provide general program information and describe the specific procedures that will be used to handle and process the data during the award period. For programs including information identifiable to a private person or personally identifiable information (PII), the DMP should complement the information provided in the Privacy Certificate (28 C.F.R. 22.23) to describe controls in place to protect data confidentiality.

The DMP must provide, at a minimum, information about the following categories:

- i. *Program team:* List the program team members (including the individuals tasked with drafting and overseeing the DMP), identify their roles, and provide their contact information.
- ii. *Data elements and characteristics:* Provide a list of the specific data variables that will be collected, data type (e.g., survey or administrative data), and data sources. Identify whether data formats adhere to standard data documentation formats, list associated metadata as applicable, and specify the standards and data naming conventions used.
- iii. *Record lifecycle:* describe the physical and technical pathways and requirements for data that are collected or maintained for the program(s), including the data destination(s), transport method(s) from the data provider and to BJS, storage site(s) and method(s), file format(s), file sizes, file categories (e.g., PII, public data, etc.), sensitivity categorization(s), file path location(s), backup procedures, and data destruction method(s).
- iv. *Incident response plan:* describe the procedures the award recipient will follow in the event of a real or suspected breach of data including PII that are collected or maintained in conjunction with the program.
- v. *Data use agreements:* as applicable, for each data use agreement that is executed with an external data provider for the program, summarize the terms and requirements that the award recipient will be responsible for fulfilling and describe what steps will be completed to ensure all applicable terms and requirements are complied with, e.g., Institutional Review Board (IRB) approval process, encrypting data in transit and at rest, limiting access to PII, and ensuring the technical and physical security of data, including data access protocols. Where applicable, summarize mitigations for data security, ethical, intellectual property and privacy issues.

- vi. *Data archiving*: describe the data elements, how the data will be prepared for archiving and what level of access will be assigned, e.g., as public use files, restricted access, or other.
- vii. *Staff training*: list the specific training courses program staff are required to complete as a condition of funding and the completion dates.
- viii. *Resources*: identify and describe the equipment, expertise, and software tools used to complete program activities including data curation, data exchange, and access between parties.

The recipient of funds will complete the DMP in collaboration with the BJS Program Manager and submitted to BJS for review and approval no later than 60 days after the award start date. The award recipient will maintain an updated version of its DMP throughout the program period and receive written BJS approval prior to making changes to the approved plan. The award recipient must submit an updated copy of the DMP for review with its semi-annual progress reports and at any time upon the request of BJS.

*Required deliverables*: (1) A written timeline for the entire program (all tasks) with the design and program tasks more fully specified, (2) biweekly program meetings, (3) semiannual reports as required by OJP, (4) quarterly financial reports as required by OJP, (5) progress reports due within 15 business days after the end of each month or at a time determined mutually between BJS and the successful applicant, and (6) a DMP due within 60 days of award start date.

## **Task 2: 2020 LEMAS core survey**

### **Target dates:**

- **Begin data collection in September/October 2020**
- **Conclude data collection by March/April 2021**
- **Final data received by July/August 2021**

Successful implementation of the 2020 LEMAS will require instrumentation, representative sampling, multimodal administration and follow-up, precise data verification techniques, and effective time management to meet a program deadline of summer 2021.

- a. **Instrumentation**: BJS has begun developing a revised and shortened 2020 LEMAS core instrument. Pilot testing for the 2020 LEMAS instrument will be conducted in 2019. The recipient of funds will work with BJS to finalize the 2020 LEMAS instrument so that data collection can begin in September 2020. BJS will provide key indicators for the core questionnaire and will work with the recipient of funds to ensure that the final survey items are constructed so that estimates from the 2020 LEMAS can be compared to estimates from past LEMAS surveys. The final questionnaires will be approved by BJS prior to administration. Applicants should recommend the primary mode of administration for the survey.

*BJS provides*: Survey items and key indicators for core questionnaire finalization.

*Required deliverables*: (1) Draft and final survey instruments and (2) program specifications, including data checks, if web survey is proposed.

- b. Sampling:** BJS is currently fielding the 2018 CSLLEA, an enumeration of approximately 18,000 LEAs. The recipient of funds will draw a nationally representative sample from the 2018 CSLLEA for surveying. The sample is typically composed of approximately 3,500 state, county and local general-purpose LEAs stratified by agency size. The recipient of funds should propose an appropriate sampling strategy building on the methods used in past LEMAS waves.

*BJS provides:* 2018 CSLLEA dataset.

*Required deliverables:* Completed sample file with agency identifiers to allow for records linkage and detailed point of contact (POC) information.

- c. OMB clearance:** The recipient of funds will work with BJS to prepare and provide draft materials for OMB clearance for the program. These materials include the 30- and 60-day notices, form 83i, supporting statement, and copies of all survey documents, including but not limited to questionnaires, all instructions and follow-up documents, and any telephone scripts. BJS will provide sample documents as needed. Applicants should plan on a period of 6 months to obtain clearance, which includes BJS internal review. OMB clearance must be obtained by August 2020.

*Required deliverables:* Draft materials for OMB clearance for the information collection.

- d. Survey administration and data collection procedures:** Applicants should provide a detailed plan on the survey protocols to be implemented, including quality control procedures, administration techniques to ensure data quality and completeness to minimize bias in the estimates, and recommended survey mode(s). The plan should include a data collection period of 7 months (September/October 2020 to March/April 2021). The recipient of funds will develop the proposed data edits, data conversion, nonresponse adjustment procedures, and data documentation for BJS review. Data edits and processing must be documented thoroughly for verification.

The recipient of funds must ensure that POC information is current. Applicants should document how this can be achieved. Applicants should also describe the methods used to ensure high response rates, including nonresponse follow-up procedures and marketing plans.

The recipient of funds must have a system in place to verify the consistency, accuracy, and nonresponse of completed surveys and should conduct verification throughout the process to minimize nonresponse bias. The recipient of funds should present a plan to describe nonresponse bias and data quality procedures. The recipient of funds must provide summary reports about the status of the collection, including the overall response rate, response rate for selected subsets (such as all strata in the sample design), assessment of nonresponse bias, and other information to be determined in conjunction with the BJS program manager. Past LEMAS surveys have achieved at least an 80% response rate. BJS's primary goals for the survey are to achieve a high response rate and to minimize bias in attaining national representation. The recipient of funds must minimize bias in unit and item response rates, subject to cost and timeliness constraints. Applicants should provide a statement of the approach(es) they will take to identify and minimize bias, including a discussion of nonresponse bias analysis plans if unit nonresponse rates fall below 80% and imputation procedures for items that are missing.

*Required deliverables:* (1) Operational electronic data collection method; (2) written documentation of data processing procedures and data cleaning; (3) field progress reports of any problems with data collection activities and corresponding remedial action, along with a written report of findings from the survey administration including unweighted counts, based on the data; (4) weekly reports to assess response rates, data quality, and nonresponse bias; (5) marketing plan and materials, (6) preliminary raw data at 50% and 75% response rate in SPSS; and (7) detailed documentation of all modifications to the raw data file.

- e. **Final verification and dataset:** The recipient of funds must conduct final verification procedures before delivering a final dataset to BJS. Data issues must be reported to BJS for resolution. The recipient of funds must provide a well-developed and justified approach to addressing item-specific missing or incomplete data, including any proposed data allocation, imputations, or nonresponse adjustments.

The recipient of funds will produce a final data file following BJS specifications. In addition to respondent data, the recipient of funds will collect and merge into the final data file U.S. Census Bureau population data. The recipient of funds will also provide supporting documentation, including a final report and codebook documentation. Documentation should also describe the sampling plan, performance of the sample, description of weighting procedures, and codes that identify aspects of data quality from the collection (such as missing data and imputed values) that allow users to appropriately analyze the data.

*Required deliverables:* (1) Documentation of any data challenges, (2) raw status file and final cleaned dataset, and (3) final study report and codebook documentation.

### **Task 3: 2022 CSLLEA**

#### **Target dates:**

- **Begin data collection by September/October 2022**
- **Conclude data collection by May/June 2023**
- **Final data received September 2023**

Successful implementation of the 2022 CSLLEA will mirror the implementation requirements of the 2020 LEMAS survey to meet a program deadline of fall 2023.

- a. **Instrumentation:** BJS will take the lead in developing the core measurement items to allow for comparisons to past CSLLEA. The recipient of funds will assist in item development as needed in addition to item comparisons over time. BJS will approve the final questionnaires before administration. Applicants should recommend the survey's primary mode of administration.

*BJS provides:* Previous CSLLEA instruments.

*Required deliverables:* (1) Draft and final survey instruments and (2) program specifications, including data checks, if a web survey is proposed.

- b. **Universe/frame development:** BJS is currently fielding the 2018 CSLLEA and is obtaining current POC and address information for in-scope agencies. The 2018 CSLLEA will serve as the base universe list for the 2022 CSLLEA. Applicants should

outline alternative sources and methods to update the 2018 CSLLEA agency list for the 2022 collection. The recipient of funds must use other methods to determine whether all eligible agencies are accounted for and whether agencies included in the 2018 CSLLEA are still eligible. Applicants should propose methods for identifying the appropriate LEA staff to serve as respondents.

*BJS provides:* 2018 CSLLEA frame.

*Required deliverables:* Completed frame file with agency identifiers and detailed current POC information.

- c. **OMB clearance:** The recipient of funds will work with BJS to prepare and provide draft materials for OMB clearance for the program. These materials include a generic clearance for cognitive testing and frame development. Materials for the full data collection include the 30- and 60-day notices, form 83i, the supporting statement, the justification memorandum, and copies of all survey documents, including but not limited to questionnaires, all instructions and follow-up documents, and any telephone scripts. BJS will provide sample documents as needed. Applicants should plan on a period of 6 months to obtain clearance, which includes BJS internal review. OMB clearance must be obtained by August 2022.

*Required deliverables:* Draft materials for OMB clearance for the information collection.

- d. **Survey administration and data collection procedures:** The recipient of funds should provide a detailed plan on the survey protocols to be implemented, including quality control procedures, administration techniques to ensure at least a 98% response rate within a 9-month data collection period (September/October 2022 to May/June 2023), and multiple survey administration modes. The recipient of funds will develop the proposed data edits, data conversion, nonresponse adjustment procedures, and data documentation for BJS review. The recipient of funds will document all data edits and processing thoroughly for verification and implement the same methods and tracking used for the 2020 LEMAS.

Past CSLLEA waves have achieved at least a 98% response rate and BJS expects that the recipient of funds to obtain the same. Applicants should provide a statement of the approach(es) they will take to ensure a 98% response rate and methods that may be employed if the response rate is less than 98% to have an accurate census of LEAs in the United States.

*Required deliverables:* (1) Operational electronic data collection method; (2) written documentation of data processing procedures and data cleaning; (3) field progress reports of any problems with data collection activities and corresponding remedial action along with a written report of findings from the survey administration including unweighted counts, based on the data; (4) weekly reports to assess response rates, data quality, and nonresponse bias; (5) marketing plan and materials, (6) preliminary raw data at 50%, 75%, and 90% response rate in SPSS; and (7) detailed documentation of all modifications to the raw data file.

- e. **Final verification and dataset:** The recipient of funds should employ the same methods detailed in *Task 2: 2020 LEMAS core survey, subtask e. Final verification and dataset*. Final dataset delivery should be done by September 2023.

*Required deliverables:* (1) Documentation of any data challenges, (2) raw status file and final cleaned dataset, and (3) final study report and codebook documentation.

#### **Task 4: Research and development**

The research and development work will focus on two tasks: (1) developing and testing a LEMAS supplemental survey instrument and (2) development and maintenance of an active roster of in-service LEAs. The goal of the first activity is to examine an area of importance to law enforcement not previously measured by a LEMAS survey. The first LEMAS supplement was on body-worn cameras. The goal of the second activity is to reduce the need to redevelop a frame for the core law enforcement collections before each collection.

- a. **LEMAS supplement:** The recipient of funds will develop and cognitively test one instrument to serve as a future LEMAS supplement. Topics for the supplemental surveys will be determined by BJS. Applicants should outline the process they would use to develop recommendations for the supplemental survey, the process they would use to draft the instrumentation, and how the instrument would be tested. Applicants are encouraged to generate survey ideas based on salient topics or gaps in the current statistical information pertaining to LEAs. The LEMAS supplemental instrument should be short, limited to approximately 30 minutes burden per survey. Applicants should describe how they would develop the instrumentation and the process they would use to obtain a final set of instruments, including any engagement with stakeholders.

*Required deliverables:* (1) Interim report providing a detailed discussion of data collection modes, expected outcomes, and cost estimates for the questionnaire, (2) survey development on supplementary topic, and (3) cognitively tested and finalized survey instrument by December 2023.

- b. **Mechanism for ongoing frame maintenance:** One of the key components underlying BJS's ongoing surveys of LEAs is a current list of in-service agencies, managed in a way that avoids duplication but tracks the history of an agency's status over time. Due to the length of time between data collections, there has been little continuous frame maintenance between collections. For example, BJS developed the 2016 [Law Enforcement Agency Roster](#) (LEAR) to have a frame for the 2016 LEMAS core sampling. The LEAR was also used for the 2018 CSLLEA frame but originally included only general-purpose LEAs, and extensive work was done to incorporate special-jurisdiction agencies. By the time this award starts, BJS will have a roster of agencies that were evaluated for the 2018 CSLLEA, including those that were not in-scope and those that responded with an indication of their in-service status.

Because maintenance of the universe of LEAs and associated jurisdiction and contact information are essential to BJS's work, applicants should describe how they would build and maintain a database and web portal that—

- has a public-facing side that allows agencies to update their contact information between surveys (subject to review and verification)

- includes versions, rather than overwrites records, with a mechanism to allow BJS and the recipient of funds to re-create the status of the database as of a given date
- includes rules for which types of users can authorize updates to records
- has a user-friendly interface that allows program staff, including BJS statisticians, to easily extract and edit records
- provides the ability to select cases for a frame and to pull a sample for a data collection, including the ability to—
  - readily identify agencies that are eligible for certain data collections (and easily identify ineligible agencies for exclusion)
  - select agencies based on the latest full-time equivalent sworn size and know where that count came from and when it was last updated
- easily merges to other data sources, like U.S. Census Bureau population data, using crosswalk files, some of which may be developed by the recipient of funds
- has consistent rules for each data field, including agency names and other required fields for each record (e.g., address, county)
- includes a way to track reasons for updates (e.g., “data provided by respondent agency in 2018 CSLLEA”).

*BJS provides:* (1) Architecture and data from frame development work for 2018 CSLLEA and (2) bjslecs.org.

*Required deliverables:* (1) Enhanced web portal to allow LEAs to update their contact information, (2) database model and documentation, and (3) data contained in database.

BJS award recipients that serve as data collection agents may need to pass an OJP background check. They may also be required to complete some of their work on the OJP network using OJP-hosted applications. OJP may request copies of the codebase, database, and related documentation for any applications developed using BJS funds. Required documentation includes functional specifications and installation instructions.

The Goals, Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

#### **Information Regarding Potential Evaluation of Programs and Activities**

Applicants should note OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section, entitled, “Information Regarding Potential Evaluation of Programs and Activities.”

## B. Federal Award Information

Maximum number of awards BJS expects to make	1
Estimated maximum dollar amount for each award	up to \$3 million
Total amount anticipated to be awarded under solicitation	up to \$3 million
Period of Performance start date	January 1, 2020
Period of Performance duration	48-months

BJS may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or program was last competed, OJP's strategic priorities, and OJP's assessment of both the management of the award (for example, timeliness and quality of progress reports), and 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.

### Type of Award

BJS expects to make any award under this solicitation in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

Cooperative agreements include a condition in the award document that sets out the nature of the "substantial federal involvement" in carrying out the award and program. Generally stated, under OJP cooperative agreement awards, responsibility for the day-to-day conduct of the funded program rests with the recipient. OJP, however, may have substantial involvement in matters such as substantive coordination of technical efforts and site selection, as well as review and approval of program work plans, research designs, data collection instruments, and major program-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the program if necessary.

In addition to an award condition that sets out the nature of the anticipated "substantial federal involvement" in the award, cooperative agreements awarded by OJP include an award condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

### Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements<sup>1</sup> as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

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<sup>1</sup> The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

## Information System Security and Privacy Requirements

Award recipients and subrecipients that serve as BJS data collection agents to collect, receive, handle, maintain, transfer, process, store, or disseminate personally identifiable information (PII) (e.g., names, Social Security numbers, last-known addresses, or FBI, state, or Department of Correction (DOC) ID numbers) under BJS's authority in conjunction with the funded activities must maintain the appropriate administrative, physical, and technical safeguards to ensure that information systems are adequately secured and protected against unauthorized disclosure, in accordance with applicable federal laws, regulations, and other authorities.

Specifically, BJS award recipients and subrecipients are required to, as applicable—

- Follow the [DOJ Cybersecurity and Privacy Rules of Behavior for General Users](#), which pertain to the use, security, and acceptable level of risk for DOJ systems and applications.
- Assess and secure information systems in accordance with the [Federal Information System Modernization Act](#) (FISMA) (P.L. No. 107-347), which appears as Title III of the [E-Government Act of 2002](#) (P.L. No. 107-347).
- Adhere to National Institute of Standards and Technology ([NIST](#)) guidelines to categorize the sensitivity of all data collected or maintained on behalf of BJS.
- Once the system has been categorized, secure data in accordance with the Risk Management Framework specified in [NIST SP 800-37 rev. 1](#).
- Employ adequate controls to ensure data are not comingled with any other data set or product without the express written consent of BJS.
- Reduce the volume of PII collected, used, or retained to the minimum necessary.
- Limit access to identifiable data to only those individuals who must have such access.
- Limit use of identifiable data to only the purposes for which it was approved.
- Notify BJS, within one hour of discovery, of all security incidents that impact a FISMA-defined information system used to support award activities.
- Log all computer-readable data extracts from databases holding sensitive information and ensure that each extract including sensitive data has been erased within 90 days or that its use is still required.
- Ensure all contracts involving the processing and storage of PII comply with DOJ policies on remote access and security incident reporting.
- Complete data security and confidentiality trainings.
- Employ formal sanctions for anyone failing to comply with DOJ policy and procedures, in accordance with applicable laws and regulations.

Applicants are advised that OJP may audit the FISMA-defined information systems that are used by award recipients during the performance period, to assess compliance with federal laws and regulations related to data management and security.

To ensure that applicants understand the applicable information system security and privacy requirements, BJS encourages prospective applicants to review the relevant provisions of the BJS Data Protection Guidelines, which summarize the federal statutes, regulations, and other authorities that govern data collected and maintained under BJS's authority. The guidelines are available at [https://www.bjs.gov/content/pub/pdf/BJS\\_Data\\_Protection\\_Guidelines.pdf](https://www.bjs.gov/content/pub/pdf/BJS_Data_Protection_Guidelines.pdf).

## **Budget Information**

### What will not be funded:

- proposals primarily to purchase equipment, materials, or supplies. (A budget may include these items if they are necessary to conduct data collection, research, development, demonstration, evaluation, or analysis.)
- proposals that are not responsive to this specific solicitation.

## **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 Costs (also known as Pre-award Costs)**

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal 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. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur program costs **before** submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving pre-agreement costs, the applicant may contact the point of contact listed on the title page of the solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-agreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide Post award Requirements at <https://ojp.gov/financialguide/DOJ/index.htm> for more information.

## **Limitation on Use of Award Funds for Employee Compensation; Waiver**

For applicants seeking the waiver, see [OJP Grant Application Resource Guide](#) for information.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events. See [OJP Grant Application Resource Guide](#) for information.

## **Costs Associated with Language Assistance (if applicable)**

See the [OJP Grant Application Resource Guide](#) for information on costs associated with language assistance that may be allowable.

## **C. Eligibility Information**

For eligibility information, see title page.

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

## D. Application and Submission Information

### What an Application Should Include

For this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative, and résumés/curriculum vitae of key personnel. For purposes of this solicitation, “key personnel” means the principal investigator and any and all co-principal investigators.

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on, among other things, what happens to an application that does not contain all the specified elements, or that is nonresponsive to the scope of the solicitation.

### 1. Complete the Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

**Intergovernmental Review:** This solicitation (“funding opportunity”) is **not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response 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 400 or fewer 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 (such as 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.

### 3. Program Narrative

The program narrative section of the application should not exceed 40 double-spaced pages in 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 40-page limit for

the narrative section. The project abstract, table of contents, appendices, and government forms do not count toward the 40-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:

**a. Title Page** (not counted against the 40-page program narrative limit).

The title page should include the title of the project, submission date, funding opportunity number, and the name and complete contact information (that is, address, telephone number, and email address) for both the applicant organization and the principal investigator.

**b. Table of Contents and Figures** (not counted against the 40-page program narrative limit).

**c. Main Body**

The main body of the program narrative should describe the proposed project in depth. The following sections should be included as part of the main body of the program narrative:<sup>2</sup>

- Statement of the Problem, including—

purpose, goals, and objectives

review of relevant literature. This section does not need to include a history of the LEMAS or CSLLEA data collections, unless relevant to the overall literature review.

- Project Design and Implementation, including—

detailed description of research design and methods, including innovative approaches to address all deliverables outlined in the statement of work. This should include a discussion of the differences in size and scope between LEMAS and CSLLEA and any impact those differences may have on (1) the design of each data collection, (2) the survey administration protocols developed to implement the collections, (3) the types of paradata needed to track the implementation of the collection and provide meaningful information to BJS about the fielding of the survey, and (4) the administrative costs associated with each collection.

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<sup>2</sup> For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

- Capabilities and Competencies, including—  
management plan and organization
- Plan for Collecting the Data Required for this Solicitation's Performance Measures.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

Performance measures for this solicitation are listed in [Appendix A: Performance Measures Table](#).

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

#### **Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the [OJP Grant Application Resource Guide](#).

#### **4. Budget and Associated Documentation**

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for details on the Budget Detail Worksheet, and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and pre-agreement costs.

#### **5. Indirect Cost Rate Agreement (if applicable)**

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for information.

**6. Tribal Authorizing Resolution (if applicable)**

An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

**7. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)**

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (Questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this Questionnaire.

**8. Disclosure of Lobbying Activities**

Each applicant must complete and submit this information. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

**9. Applicant Disclosure of Pending Applications**

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation, and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. For additional information on the submission requirements for this disclosure, see the [OJP Grant Application Resource Guide](#).

**10. Applicant Disclosure and Justification – DOJ High Risk Grantees<sup>3</sup> (if applicable)**

An applicant that is designated as a DOJ High Risk Grantee is to submit in GMS, as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named “DOJ High Risk Grantee Applicant Disclosure and Justification.” (See, also, “Review Process,” below, under Section E. Application Review Information, for a brief discussion of how such information may be considered in the application review process.) See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

**11. Research and Evaluation Independence and Integrity**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

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<sup>3</sup> A “DOJ High Risk Grantee” is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

## **12. Disclosure of Process Related to Executive Compensation**

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service (IRS) regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (question 9c in the "OJP Financial Management and System of Internal Controls Questionnaire" located at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> and mentioned earlier) whether or not the applicant entity believes (or asserts) that it currently satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities).

A nonprofit organization that states in the questionnaire that it believes (or asserts) that it has satisfied the requirements of 26 C.F.R. 53.4958-6 must then disclose, in an attachment to its application (to be titled "Disclosure of Process Related to Executive Compensation"), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the IRS for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OJP may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a

prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

### 13. Additional Attachments

The following appendices should be included with the application (not counted toward the 40-page program narrative requirement).

- a. A Privacy Certificate and Human Subjects Protection Certification of Compliance must be completed for each project proposed in an application.
  - **Privacy Certification.** The Privacy Certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person, which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable information. Applicants must specify in the Privacy Certificate the specific controls used to safeguard directly identifiable information against unauthorized disclosure. All project staff, including information technology personnel, subcontractors, and/or consultants, with access to identifiable data collected in conjunction with the BJS-funded activities are required to sign a Privacy Certificate to affirm their understanding of and agreement to comply with the terms of access and privacy requirements. Award recipients are responsible for maintaining an updated list of individuals with access to identifiable information and for ensuring that new staff who gain access to such information during the project period sign a [Privacy Certificate](#).
  - **Human Subjects Protection Certification of Compliance.** BJS requires the funding recipient to submit proper documentation to be used to determine that the research project meets the federal requirements for human subjects protections set forth in 28 CFR Part 46. A model certificate, describing the necessary information to be provided by the funding recipient, is located at <https://www.bjs.gov/content/hscr.cfm>.
- b. Bibliography or references.
- c. Any tools, instruments, tables, charts, or graphs pertaining to the proposed program that are supplemental to such items included in the main body of the narrative.
- d. Curriculum vitae or résumés of the principal investigator and any and all co-principal investigators. In addition, curriculum vitae, résumés or biographical sketches of individuals (regardless of investigator status) who will be significantly involved in substantive aspects of the proposal (including individuals such as research methodologists serving as consultants to develop sampling strategies; data experts familiar with prosecutor offices or emerging issues in prosecution).

- e. List (to the extent known) of all proposed program staff members, including those affiliated with the applicant organization or any proposed subrecipient organization(s), any proposed consultant(s) and contractors (whether individuals or organizations), and any proposed members of the expert panel. The list should include, for each individual and organization: name, title (if applicable), employer or other organizational affiliation, and roles and responsibilities proposed for the program. For the expert panel, the persons do not need to be identified by name, but the types of persons or organizations should be included.
- f. A detailed proposed program timeline with expected milestones and level of staff effort for each phase of work.
- g. List of any previous and current BJS awards to applicant organization and investigator(s), including the BJS-assigned award numbers and a brief description of any scholarly products that resulted in whole or in part from work funded under the BJS award(s).
- h. Letters of cooperation/support or administrative agreements from organizations collaborating in the program, such as universities, prosecutors, professional prosecutor organizations, or other membership groups.
- i. List of other agencies, organizations, or funding source to which this proposal has been submitted (if applicable).

### **How To Apply**

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

### **Registration and Submission Steps**

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

- CFDA # 16.734, Special Data Collections and Statistical Studies
- BJS-2019-15728

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

## **E. Application Review Information**

### **Review Criteria**

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

1. **Statement of the Problem (10%)**—The application should demonstrate knowledge of the issues and information needs surrounding LEAs and how this information could be

used to inform policy decisions. The applicant should demonstrate familiarity with BJS's past LEA collections and how they will supplement prior data collections.

- 2. Project Design and Implementation (40%)**—This program will proceed in discrete tasks. Applicants should include descriptions of how each deliverable will be addressed and developed. In addition, the application should include (1) its understanding of the information needs of LEAs, (2) survey items from previous BJS law enforcement data collections that can be used to track trends over time, (3) issues related to tracking in-service LEAs over time and having current contact information, and (4) successfully fielding three data collections with high response rates. The applicant should propose a timeline and task plan that address each major deliverable, the level of effort for key staff for that deliverable, and an estimated delivery date for each deliverable (this can be one of the appendices, but it should be referenced in the narrative).
- 3. Capabilities and Competencies (30%)**—This work requires a team with knowledge of (1) the work of LEAs, (2) how variation among types of LEAs impacts outreach and survey items, and (3) survey and sampling experts. The applicant should discuss its ability to successfully complete the LECS. This can include descriptions of past work related to this topic and the relevant skills and experience of the proposed program staff. The applicant should provide a clear description of the program's management and organization that supports completion of the program's milestones within expressed time frames. The applicant should demonstrate the team's knowledge of law enforcement, including identifying relevant organizations, persons, and literature. Finally, the team should include persons capable of fielding large surveys, managing the data collection, completing any statistical weighting or imputation, and delivering complete data sets to BJS at the close of the program.
- 4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)**—Demonstration of the efficiency of the data collection activities as required to measure the programs' performance in a low-cost manner and within the time frames given.
- 5. Budget (15%)**—Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budgets should be complete, cost-effective, and allowable (e.g., reasonable, allocable, and necessary for program activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the program.<sup>4</sup>

### Review Process

OJP is committed to ensuring a fair and open process for making awards. BJS reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. See the [OJP Grant](#)

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<sup>4</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

[Application Resource Guide](#) for information on the application review process for this solicitation.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System [FAPIIS]).

**Important note on FAPIIS:** An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the BJS Director, who may take into account not only peer review ratings and BJS recommendations, but also other factors as indicated in this section.

## **F. Federal Award Administration Information**

### **Federal Award Notices**

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

### **Administrative, National Policy, and Other Legal Requirements**

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application. See the [OJP Grant Application Resource Guide](#) for additional information on administrative, national policy, and other legal requirements.

### **Information Technology (IT) Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

### **General Information about Post-Federal Award Reporting Requirements**

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically 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 or specific award conditions. Future

awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

## **G. Federal Awarding Agency Contact(s)**

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

## **H. Other Information**

### **Freedom of Information Act and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)**

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. See the [OJP Grant Application Resource Guide](#) for information on DOJ and OJP processes with regard to application information requested pursuant to FOIA.

### **Provide Feedback to OJP**

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. See the [OJP Grant Application Resource Guide](#) for information on providing solicitation feedback to OJP.

## Appendix A: Performance Measures Table

Objective	Performance Measure(s)	Data Recipient Provides
<p>Program management, including the submission of progress reports.</p>	<p>Number of deliverables completed on time, as determined by BJS.</p> <p>Number of deliverables that meet expectations, as defined by BJS.</p>	<p>The applicant should provide timely deliverables that meet the outlined expectations for program management.</p> <p>Deliverables include:</p> <ul style="list-style-type: none"> <li>(a) Semiannual reports reflecting program activities, deliverables met and expenditures to date uploaded into the OJP Grant Management System</li> <li>(b) Quarterly financial reports ensuring program funds are being used proportionately uploaded into the OJP Grant Management System</li> <li>(c) Timeline of all activities</li> <li>(d) Monthly progress reports reflecting activities and expenditures in each area of the program</li> <li>(e) Data Management Plan.</li> </ul>
<p>Develop and test multiple surveys, contact strategies, and marketing plans.</p>	<p>Number of deliverables completed on time, as determined by BJS.</p> <p>Number of deliverables that meet expectations, as defined by BJS.</p>	<p>The applicant should provide timely deliverables that meet the outlined expectations for survey development and testing, and contact and marketing strategies.</p> <p>Deliverables include:</p> <ul style="list-style-type: none"> <li>(a) Draft surveys</li> <li>(b) Draft contact and marketing plans</li> <li>(c) Generic OMB clearance request to test survey</li> <li>(d) Cognitive test and report</li> <li>(e) Revised survey, contact, and marketing plans.</li> </ul>
<p>Develop frames and sampling plans, conduct data collection, provide raw and final data sets and documentation.</p>	<p>Representative sample design.</p> <p>Conduct the data collection.</p> <p>Raw data converted to standardized format.</p>	<p>Complete frame and representative samples provided.</p> <p>Conduct the data collection, implementing the contact plan and marketing strategies.</p> <p>Provide raw datasets.</p>

	<p>Data that is comprehensive and accurate.</p> <p>Final report with a comprehensive overview of the program.</p> <p>Number of deliverables completed on time, as determined by BJS.</p> <p>Number of deliverables that meet expectations as defined by BJS.</p>	<p>Provide final dataset.</p> <p>Complete a final program report.</p> <p>Deliverables include:</p> <ul style="list-style-type: none"> <li>(a) Sampling plan that meets BJS's approval</li> <li>(b) Full Paperwork Reduction Act (PRA) clearance from OMB</li> <li>(c) Data documentation, including an analysis file and codebook documentation.</li> </ul>
Maintenance of a roster of in-service LEAs.	<p>Web portal that allows for data collection.</p> <p>Number of deliverables completed on time, as determined by BJS.</p> <p>Number of deliverables that meet expectations as defined by BJS.</p>	<p>Design, test and provide a web portal and survey collection software that meets BJS standards.</p> <p>Deliverables include:</p> <ul style="list-style-type: none"> <li>(a) Web portal</li> <li>(b) Database of LEAs that meets BJS specifications</li> <li>(c) Documentation of development and maintenance.</li> </ul>

## Appendix B: Application Checklist

### FY19 Law Enforcement Core Statistics (LECS) Program

This application checklist has been created as an aid in developing an application.

**What an Applicant Should Do** (see [OJP Grant Application Resource Guide](#) for the following)

*Prior to Registering in Grants.gov:*

- \_\_\_\_\_ Acquire a DUNS Number
- \_\_\_\_\_ Acquire or renew registration with SAM

*To Register with Grants.gov:*

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC

*To Find Funding Opportunity:*

- \_\_\_\_\_ Search for the Funding Opportunity on Grants.gov
- \_\_\_\_\_ Access Funding Opportunity and Application Package
- \_\_\_\_\_ Sign up for Grants.gov email [notifications](#) (optional)
- \_\_\_\_\_ 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](#)

*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

*If No Grants.gov Receipt, and Validation or Error Notifications are Received:*

- \_\_\_\_\_ contact BJS regarding experiencing technical difficulties

**Overview of Post-Award Legal Requirements:**

- \_\_\_\_\_ Review the [OJP Grant Application Resource Guide](#)

**Scope Requirement:**

- \_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$3 million.

**Eligibility Requirement:** See title page

## What an Application Should Include:

The following items are critical application elements required to pass BMR. An application that OJP determines does not include the application elements designated to be critical, will neither proceed to peer review, nor receive further consideration.

- Abstract (see page 18)
  - Program Narrative (see page 18)
  - Budget Detail Worksheet (including narrative) (see page 20)
- 
- Application for Federal Assistance (SF-424) (see page 18)
  - Project Abstract (see page 18)
  - Program Narrative (see page 18)
  - Budget Detail Worksheet (including Narrative) (see page 20)
  - Indirect Cost Rate Agreement (if applicable) (see page 20)
  - Tribal Authorizing Resolution (if applicable) (see page 21)
  - Financial Management and System of Internal Controls Questionnaire (see page 21)
  - [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see page 21)
  - Applicant Disclosure of Pending Applications (see page 21)
  - Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see page 21)
  - Research and Evaluation Independence and Integrity (see page 21)
  - Disclosure of Process related to Executive Compensation (see page 22)
  - Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
  - Additional Attachments (see page 23)