

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



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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 by the FBI to report data to NIBRS, or (2) the expansion of an existing state-level crime reporting program currently certified to report data to NIBRS to enable it to process data from additional local law enforcement agencies. States may also apply for funding to support eligible local LE agencies in the state by (1) subcontracting funds to those agencies to transition to IBR, and/or (2) assessing the readiness of and costs to eligible local agencies to report incident-based data to the state 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 to develop innovative strategies that support information sharing between and across sectors of the justice community.

## **2017 NCS-X Implementation Assistance Program: Phase IV – Support for State Programs**

**Applications Due: June 30, 2017**

### **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, or New Mexico. 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 Mississippi (a state that currently does 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 four 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.

BJs welcomes 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")<sup>1</sup>. The applicant must be the entity that would have primary responsibility for carrying out the award, including administering funding, managing the entire project, and monitoring and appropriately managing any subawards ("subgrants"). Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient ("subgrantee") in more than one application.

BJs may elect to fund applications submitted under this FY 2017 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

## Deadline

Applicants must register with [Grants.gov](https://www.grants.gov) prior to submitting an application. All applications are due by 11:59 p.m. eastern time on June 30, 2017.

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, in order 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.

OJP encourages all applicants 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](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 in order** 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](#) section.

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<sup>1</sup> For additional information on subawards, see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

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](mailto: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>.

Grants.gov number assigned to this solicitation: BJS-2017-11593

Release date: May 16, 2017

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# 2017 NCS-X Implementation Assistance Program: Phase IV – 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 selected state Uniform Crime Reporting (UCR) Programs<sup>2</sup> 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. 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) assessing the readiness of and costs to eligible agencies to report incident-based data to the state program, and/or (2) providing funding to those agencies to transition to IBR. BJS funding decisions under this solicitation will be made in coordination and concurrence with the FBI's CJIS Division.

**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

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<sup>2</sup> For the remainder of this document, "state Uniform Crime Reporting Program" includes the three state UCR Programs included in the appendix to this document and a state agency in 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.

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](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 6,600 agencies that reported to NIBRS, the nation will have a nationally representative system of incident-based crime statistics drawn from the operational data systems of local police departments.<sup>3</sup> 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 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](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, 34 state UCR Programs are certified by the FBI to report NIBRS data to the national system. Those 34 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 18 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 16 states and the District of Columbia do not have a NIBRS-certified UCR Program. Fifteen of these 16 states report only to the FBI's SRS, while the remaining state has no state-level UCR Program. The following table provides a list of states by type of crime reporting.

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<sup>3</sup> Total number of NIBRS reporting agencies by population group in 2015 is available at [https://ucr.fbi.gov/about-us/cjis/ucr/nibrs/2015/resource-pages/nibrs-2015\\_summary\\_final-1.pdf](https://ucr.fbi.gov/about-us/cjis/ucr/nibrs/2015/resource-pages/nibrs-2015_summary_final-1.pdf).

<b>Type of crime reporting, by state</b>		
SRS only	SRS and NIBRS	NIBRS only
AK	AZ	AR
AL	CT <sup>b</sup>	CO
CA	KS	DE
FL	LA	IA
GA	MA	ID
HI	ME	KY
IL	MN	MI
IN	MO	MT
MD	NE	ND
MS <sup>a</sup>	OH	NH
NC	OK	SC
NJ	OR	SD
NM	PA	TN
NV	RI <sup>b</sup>	VA
NY	TX	VT
WY	UT	WV
	WA	
	WI	

Note: Excludes the District of Columbia.  
<sup>a</sup> Does not have a state-level UCR Program.  
<sup>b</sup> No agencies were selected for main NCS-X sample.

In FY 2015 and FY2016, BJS awarded nearly \$13 million through the NCS-X Phase 1 and Phase 2 solicitations to support NIBRS efforts among state UCR Programs. Award decisions were made in coordination with the FBI, with funding provided to 21 states over the two fiscal years—Alabama, California, Florida, Hawaii, Illinois, Kansas, Louisiana, Maine, Maryland, Minnesota, Missouri, Nebraska, Nevada, New Jersey, New York, Oklahoma, Pennsylvania, Utah, Washington, Wisconsin, and Wyoming. In addition, in FY2016 supplemental award funds of just over half a million dollars were provided to several Phase I grantees to expand the scope of their NIBRS implementation efforts. Two states—Georgia and Indiana—are working on their own state-led incident-based reporting initiatives. Additional information about current NCS-X funding to state UCR Programs is included below.

<b>Category</b>	<b>Total Awards</b>	<b>Project Period</b>	<b>Total funding awarded</b>
Planning Awards	7	Maximum of 12 months	\$2,873,917
Implementation Awards	14	Maximum of 36 months	\$9,983,841
Supplemental Funding to Phase I grantees	3	Variable; not to exceed original award project period	\$520,523

In addition to the 21 states that received an NCS-X planning or implementation award, 4 states have begun their own state-funded and -led effort to establish a NIBRS program. Twenty (20) states are considered ineligible for NCS-X funding under this solicitation, as they each have a certified NIBRS state reporting program to which more than 80% of law enforcement agencies in the state report. The remaining four states—Alaska, Arizona, Mississippi, and New Mexico—have not received NCS-X funding to date. This solicitation is directed at those remaining four states.

<b>NCS-X status, by state</b>							
Not eligible			State-led*	Awarded NCS-X funding			Not funded
Complete NIBRS	>80% NIBRS			Planning	Implementation		
AR	ND	CT	GA	CA	AL	NE	AK
CO	NH	MA	IN	FL	HI	NJ	AZ
DE	SC	OH	OR	IL	KS	NY	MS†
IA	SD	RI	TX	MD	LA	OK	NM
ID	TN			NV	ME	PA	
KY	VA			WI	MN	UT	
MI	VT			WY	MO	WA	
MT	WV				NC^		
*State UCR Program does not require NCS-X funding for NIBRS implementation or expansion.							
^State received support through NCS-X pilot funds.							
†State does not have a UCR Program.							

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

1. Providing funding and technical assistance to Alaska 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—a state that currently has a certified NIBRS component but receives incident-based data from LE agencies covering less than 80% of population in the state—to enhance the capacity of their state UCR Program 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 Mississippi—a state that currently has 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 the above 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.<sup>4</sup>

<sup>4</sup> For a list of sampled agencies, see [http://www.bjs.gov/content/pub/pdf/NCSX\\_sampled\\_agencies.pdf](http://www.bjs.gov/content/pub/pdf/NCSX_sampled_agencies.pdf).



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.<sup>5</sup> 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) and incident-based 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's 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. Enhancing capacity at the state will also position the state UCR Program to better accommodate the full transition to NIBRS reporting by January 2021.

*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 in 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, through a competitive process, to be the NCS-X Implementation Team. The Team is led by RTI International and is composed of the International Association of Chiefs of Police (IACP), Police Executive Research Forum (PERF), Integrated Justice Information Systems (IJIS) Institute, and SEARCH, the National Consortium for Justice Information and Statistics.

Recipients of funds under this solicitation are encouraged to consult with the NCS-X Implementation Team for technical assistance on any and all aspects of the work 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 at no cost to the recipient of funds.

In addition to offering technical assistance, BJS, CJIS, and the NCS-X Implementation Team have developed a number of resources that state UCR Programs can use to plan the transition to or expansion of NIBRS reporting. For additional information on resources, see the [NCS-X page on the BJS website](#) or contact the Implementation Team at [ncsx@rti.org](mailto:ncsx@rti.org).

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<sup>5</sup> 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."

*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 the planning for or implementation of IBR in the NCS-X sampled agencies in their respective states.<sup>6</sup> If the applicant is applying for support for planning activities, these activities should include the costs associated with conducting readiness assessments in the targeted local agencies. If the funding request is for local agency implementation costs, the applicant will be required to complete readiness assessments, or similar assessments, before the application is submitted for each of the sampled agencies for which funding is sought 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. Review agency business processes regarding the collection and reporting of incident data to determine what, if any, practices or responsibilities will need to be modified or incorporated to enable reporting of all necessary IBR data elements.
5. 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).
6. Brief the agency's executive leadership team on the findings of the assessment.
7. Prepare a report summarizing the findings and provide the agency with a copy of this report.
8. 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 to facilitate and complete 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. A "readiness assessment toolkit," which includes readiness assessment forms and related documents, is 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 large 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

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<sup>6</sup> A list of sampled agencies in the eligible states is included in Appendix A.

with 750 or more sworn officers (these agencies are identified as Stratum 2 in Appendix B – NCS-X Sample Agencies in Each Eligible State). 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 the NCS-X Team via email at [ncsx@rti.org](mailto:ncsx@rti.org) or by telephone at 800-344-1389.

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 the NCS-X Team via email at [ncsx@rti.org](mailto:ncsx@rti.org) or by telephone at 800-344-1389.

### **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 a teleconference for eligible applicants to ask questions about this solicitation. The teleconference will take place on Thursday, May 25, 2017, from 3:00 to 4:00 p.m. The number to dial is (415) 655-0003, and the meeting access code is 640 175 389. For more information about the planned teleconference, email [askbjs@usdoj.gov](mailto: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. Competition ID: BJS-2017-12500.** 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 IBR data at the state level and report NIBRS-certified data from the state UCR Program to the FBI.

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**<sup>7</sup> 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 that have completed readiness assessments to transition to IBR 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. It is assumed that once this planning work is completed, the successful applicant will apply for implementation funding to complete the NIBRS transition process (as described in the following section).

- 2) CATEGORY 2: IMPLEMENTATION. Project Period: 36 months. Competition ID: BJS- 2017-12501.** Support for state UCR Programs that can 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. To satisfy the goals of the implementation award, the state UCR Program does not have to be collecting data from all sampled agencies within the state at the end of the budget period but must 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**.<sup>8</sup>

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 may include a request for funds both to (1) provide funding and technical assistance to NCS-X sample agencies to transition to IBR for those local agencies that have a completed readiness assessment and an associated cost estimate to transition and (2) conduct readiness assessments with the

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<sup>7</sup> 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.

<sup>8</sup> 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.

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-based crime reporting.” The applicant should also be aware that the NCS-X technical assistance team is available to help the applicant either plan for or conduct the local agency readiness assessments. BJS also 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. This should include, whenever possible, moving from the flat file submission format to the IEPD format, version 4.0. The application should include how the applicant will assess the technical, human resource, management, and business process 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 receive 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 1) when the LE agencies in the NCS-X 400 sample report their data and 2) when the full complement of LE agencies in the state report their data; this assessment can rely partly on information learned from readiness assessments conducted with the local NCS-X sample agencies in the state.
  - 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 onsite 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, readiness assessments, 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 4.0. 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, which may include technical, human resource, management, and business process related costs. **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 at least 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 costs associated with ongoing operations and maintenance 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 identify and 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 onsite 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, readiness assessments, 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 December 1, 2017. 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 describes how the recipient of funds will provide project updates to BJS and 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 monthly 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.

The Goals, Objectives and Deliverables are directly related to the performance measures set out in the table in [Section D. Application and Submission Information](#), under "Program Narrative."

## 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-2017-12500)** with an associated period of performance of 12 months or less and Category 2: **Implementation (Competition ID: BJS-2017-12501)** with an associated period of performance of 36 months or less. To allow time for, among other things, any necessary post-award review, modification, and financial clearance by OJP of the proposed budget (and for any associated responses or other action(s) that may be required of the recipient), applicants should propose an award start date of no earlier than December 1, 2017.

BJS may, in certain cases, provide additional funding in future years to awards made under this solicitation, through supplemental awards. In making decisions regarding supplemental awards, BJS will consider, among other factors, the availability of appropriations, 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. Funding will be pursuant to a cooperative agreement between BJS and the recipient.

### Type of Award

BJS expects that any award under this solicitation will be made in the form of a cooperative agreement, which is a type of award that provides for BJS to have substantial involvement in carrying out 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 Information](#), for a brief discussion of what may constitute substantial federal involvement.

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

**Please note:** Any recipient of an award under this solicitation will be required to comply with DOJ regulations on confidentiality and protection of human subjects. See “Requirements related to Research” under [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards”](#) in the [OJP Funding Resource Center](#).

## **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities<sup>9</sup>) must, as described in the Part 200 Uniform Requirements<sup>10</sup> as 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 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.

To help ensure that applicants understand applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available [here](#).

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<sup>9</sup> For purposes of this solicitation, the phrase “pass-through entity” includes any recipient or subrecipient that provides a subaward (“subgrant”) to a subrecipient (“subgrantee”) to carry out part of the funded award or program.

<sup>10</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.

## Budget Information

### *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 and/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 and/or associated business processes 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. staff positions beyond the length of the award period
2. software maintenance beyond the length of the award period
3. training or technical assistance not in direct support of automating data processes to collect, extract, and submit NIBRS-comformant data
4. technical assistance for hardware or software beyond the length of the award period.

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 Match 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 project 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 this 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](#) 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, a recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the 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.<sup>11</sup> The 2017 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 nonfederal funds. (Nonfederal funds used for any such additional compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee's time is charged to an OJP award, the maximum allowable compensation 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, this limitation on compensation rates allowable under an award. An applicant that requests a waiver should include a detailed justification in the budget narrative of its application. An applicant that does

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<sup>11</sup> OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed in Appendix VIII to 2 C.F.R. Part 200.

not submit a waiver request and justification with its application should anticipate that OJP will require the applicant to adjust and resubmit the budget.

The justification should address—in the context of the work the individual would do under the award—the particular qualifications and expertise of the individual, the uniqueness of a service the individual will provide, the individual's specific knowledge of the proposed program or project, and a statement that explains whether and how the individual's salary under the award would be commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work he/she would do under the award.

### **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, available at

[www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://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, as well as some conference-, meeting-, and training- costs for grant recipients; and (3) set cost limits, which include a general prohibition of all food and beverage costs.

### **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 "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)" in the [OJP Funding Resource Center](#).

## **C. Eligibility Information**

For eligibility information, see the 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**

This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from

accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

Moreover, an applicant should anticipate that an application that BJS determines is nonresponsive to the scope of the solicitation, or that BJS determines does not include the application elements that BJS has designated to be critical, will neither proceed to peer review, nor receive further consideration. For this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, project implementation timeline, and résumés/curriculum vitae of key personnel. An applicant may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the “Note on File Names and File Types” under [How to Apply](#) (below) 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 résumés 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 the OJP 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).

To avoid processing delays, an applicant must include an accurate legal name on its SF-424. Current OJP award recipients, when completing the field for “Legal Name” should use the same legal name that appears on the prior year award document which is also the legal name stored in OJP’s financial system. On the SF-424, enter the Legal Name in box 5 and Employer Identification Number (EIN) in box 6 exactly as it appears on the prior year award document. An applicant with a current, active award must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice updating the information on its GMS profile prior to applying under this solicitation.

A new applicant entity should enter the Official Legal Name and address of the applicant entity in box 5 and the EIN in box 6 of the SF-424. An applicant must attach official legal documents to its applications (e.g., articles of incorporation, 501(c)(3), etc.) to confirm the legal name, address, and EIN entered into 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 words or less. 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.

All project abstracts should follow the detailed template available at [ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf](http://ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf).

**Permission to Share Project Abstract with the Public:** It is unlikely that OJP will be able to fund all applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding unfunded applications, for example, through a listing on a web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such applications.

In the project abstract template, each applicant is asked to indicate whether it gives OJP permission to share the applicant's project abstract (including contact information for individuals) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions. Moreover, if the application is not funded, providing permission will not ensure that OJP will share the abstract information, nor will it assure funding from any other source.

**Note:** OJP may choose not to list a project that otherwise would have been included in a listing of unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

### 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.<sup>12</sup> The program narrative must also address all of the elements included in the solicitation under the section “Statement of Work and Deliverables.” (See page 13)

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<sup>12</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](#).

## **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 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**

OJP will require each successful applicant to submit specific performance measures data as part of its reporting under the award (see [“General Information about Post-Federal Award Reporting Requirements”](#) in [Section F. Federal Award Administration Information](#)). The performance measures correlate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

The application should describe the applicant's plan for collection of all of the performance measures data listed in the table below under “Data Recipient Provides,” should it receive funding. (Submission of performance measures data is not required at the time of the application.)

Performance measures for this solicitation are as follows:

<b>Objective</b>	<b>Performance Measures</b>	<b>Data Recipient Provides</b>
Assess the needs associated with establishing or expanding a NIBRS-compliant IBR program.	Number of meetings and/or conference calls held.	Number of meetings and/or conference calls held with the NCS-X Implementation Team.  Number of meetings and/or conference calls held with applicable contract agencies or companies to clarify system needs at the state agency level.
	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.	<p>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.</p> <p>Provide documentation verifying that at least one NCS-X sampled agency has reported IBR data to the state program.</p>
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.	<p>Number of local LE agencies submitting IBR data to the state NIBRS.</p> <p>List of local LE agencies reporting IBR data to the state.</p>

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.  Number of local law enforcement agencies in the NCS-X sample that are receiving technical assistance from the grantee agency.	List of agencies with a readiness assessment who are receiving pass-through funding 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 <b>readiness assessments scheduled</b> for local LE agencies in the NCS-X sample.  Number of <b>readiness assessments completed</b> for local LE agencies in the NCS-X sample.  Number of <b>readiness assessment reports completed</b> for local LE agencies in the NCS-X sample.	Number of readiness assessments scheduled, including a list of agencies scheduled and the associated dates.  Number of readiness assessments completes, including the list of agencies.  Number of readiness assessment reports completes, including the list of agencies.

### Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements, likely do not constitute “research.” Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 (“Protection of Human Subjects”).

Research, for purposes of human subjects protection for OJP-funded programs, is defined as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” 28 C.F.R. 46.102(d).

For additional information on determining whether a proposed activity would constitute research for purposes of human subjects protection, applicants should consult the decision tree in the “Research and the protection of human subjects” section of “[Requirements related to Research](#)” web page of the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#),” available through the [OJP Funding Resource Center](#). Every prospective applicant whose application may propose a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that web page.

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

##### **a. Budget Detail Worksheet**

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf](http://www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf). An applicant that submits its budget in a different format should use the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should break out costs by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the [DOJ Grants Financial Guide](#).

##### **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).

An applicant should demonstrate in its budget narrative how it will maximize cost effectiveness of award 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 budget narrative should be mathematically sound and correspond clearly 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 those costs are necessary 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 describe costs by year.

##### **c. Information on Proposed Subawards (if any), as well as on Proposed Procurement Contracts (if any)**

Applicants for OJP awards typically may propose to make "subawards." Applicants also may propose to enter into procurement "contracts" under the award.

Whether—for purposes of federal grants administrative requirements—a particular agreement between a recipient and a third party will be considered a "subaward" or instead considered a procurement "contract" under the award is determined by federal rules and applicable OJP guidance. It is an important distinction, in part because the federal administrative rules and requirements that apply to "subawards" and to procurement "contracts" under awards differ markedly.

In general, the central question is the relationship between what the third-party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide, products it will develop or modify, research or evaluation it will conduct). If a third party will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to

develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a subaward for purposes of federal grants administrative requirements.

This will be true **even if** the recipient, for internal or other non-federal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement—for purposes of federal grants administrative requirements—is a “subaward” or is instead a procurement “contract” under an award.

Additional guidance on the circumstances under which (for purposes of federal grants administrative requirements) an agreement constitutes a subaward as opposed to a procurement contract under an award, is available (along with other resources) on the [OJP Part 200 Uniform Requirements](#) web page.

### **1. Information on proposed subawards**

A recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

A particular subaward may be authorized by OJP because the recipient included a sufficiently-detailed description and justification of the proposed subaward in the application as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not sufficiently described and justified in the application as approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award and program, the applicant should— (1) identify (if known) the proposed subrecipient(s), (2) describe in detail what each subrecipient will do to carry out the federal award and federal program, and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and budget narrative.

### **2. Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over \$150,000)**

Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that—for purposes of federal grants administrative requirements -- is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the Procurement Standards of the (DOJ) Part 200 Uniform Requirements (as set out at 2 C.F.R. 200.317 - 200.326). The Budget Detail Worksheet and budget narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement “contracts” under awards will be entered into on the basis of full and open competition. If a proposed procurement contract would exceed the simplified acquisition threshold—currently, \$150,000—a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a non-competitive approach for the procurement.

An applicant that (at the time of its application) intends—without competition—to enter into a procurement “contract” that would exceed \$150,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition. Various considerations that may be pertinent to the justification are outlined in the [DOJ Grants Financial Guide](#).

**d. Pre-Agreement Costs**

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

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

Indirect costs may be charged to an award only if—

- (a) The recipient has a current (that is, unexpired), federally approved indirect cost rate; or
- (b) The recipient 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).

An applicant with a current (that is, unexpired) federally approved indirect cost rate is to attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity, or, if the applicant’s accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the OCFO Customer Service Center at 800-458-0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

Certain OJP recipients have the option of electing to use the “de minimis” indirect cost rate. An applicant that is eligible to use the “de minimis” rate that wishes to use the “de minimis” rate should attach written documentation to the application that advises OJP of both: (1) the applicant’s eligibility to use the “de minimis” rate, and (2) its election to do so. If an eligible applicant elects the “de minimis” rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The “de minimis” rate may no longer be used once an approved federally negotiated indirect cost rate is in place. (No entity that ever has had a federally approved negotiated indirect cost rate is eligible to use the “de minimis” rate.)

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

A tribe, tribal organization, or third party that proposes to provide direct services or assistance to residents on tribal lands should include in its application a resolution, letter, affidavit, or other documentation, as appropriate, that demonstrates (as a legal matter) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for an award 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 award. 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. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)**

**Every** applicant (other than an individual applying in his/her personal capacity) is to download, complete, and submit the [OJP Financial Management and System of Internal Controls Questionnaire](#), as part of its application.

Among other things, the form requires each applicant to disclose whether it currently is designated “high risk” by a federal grant-making agency outside of DOJ. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant’s past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk
- The date the applicant was designated high risk
- The high-risk point of contact at that federal awarding agency (name, phone number, and email address)
- The reasons for the high-risk status, as set out by the federal awarding agency.

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered “high-risk” by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award decisions, and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document).

## **8. Disclosure of Lobbying Activities**

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form [Disclosure of Lobbying Activities \(SF-LLL\)](#). An applicant that does not expend any funds for lobbying activities is to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

**9. Additional Attachments**

**a. 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. The applicant is to disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to state agencies that will subaward (“subgrant”) federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Each applicant that has one or more pending applications as described above is 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 federal or state funding agency.

<b>Federal or State Funding Agency</b>	<b>Solicitation Name/Project Name</b>	<b>Name/Phone/Email for Point of Contact at Federal or State Funding Agency</b>
DOJ/Office of Community Oriented Policing Services (COPS)	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
Health and Human Services/ 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

Each applicant should include the table as a separate attachment to its application. The file should be named “Disclosure of Pending Applications.” The applicant Legal Name on the application must match the entity named on the disclosure of pending applications statement.

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: “[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending



applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of in this application.”

#### **b. 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 regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (in the "OJP Financial Management and System of Internal Controls Questionnaire" 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 Internal Revenue Service 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).

### 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](http://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**, which operates 24 hours a day, 7 days a week, except on 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 of registration and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date, in order 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.

OJP 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 that all required documents are attached in either Grants.gov category.

**Note on File Names and File Types:** Grants.gov only permits the use of certain specific characters in the file names of attachments. Valid file names may include only the characters shown in the table below. Grants.gov rejects any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov forwards successfully-submitted applications to the OJP 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 (.)	<b>Applicants must use the “&amp;” format in place of the ampersand (&amp;) when using XML format for documents.</b>
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**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:

Every applicant entity must comply with all applicable System for Award Management (SAM) and unique entity identifier (currently, a Data Universal Numbering System [DUNS] number) requirements. If an applicant entity has not fully complied with applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making the award to a different applicant.

An individual who wishes to apply in his/her personal capacity should search Grants.gov for funding opportunities for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. (An applicant applying as an individual must comply with all applicable Grants.gov individual registration requirements.)

Complete the registration form at <https://apply07.grants.gov/apply/IndCPRegister> to create a username and password for Grants.gov. (An applicant applying as an individual should complete all steps except 1, 2 and 4.)

- 1. Acquire a unique entity identifier (currently, DUNS number).** In general, the Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a "unique entity identifier" in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. 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](http://www.dnb.com). A DUNS number is usually received within 1–2 business days.

- 2. Acquire registration with SAM.** SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. An applicant must be registered in SAM to successfully register in Grants.gov. Each applicant must **update or renew its SAM registration at least annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

An application 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 as long as 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](http://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. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to <https://apply07.grants.gov/apply/OrcRegister>. 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 ("CFDA") number for this solicitation is 16.734 titled "Special Data Collections and Statistical Studies," and the funding opportunity number is BJS-2017-11593.
- 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.
  - Category 1: Planning Competitive ID: BJS-2017-12500
  - Category 2: Implementation Competitive ID: BJS-2017-12501
- 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. The second will state whether the application has been validated and successfully submitted, or whether it has been 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 an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges each applicant to submit its application **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. Applications must be successfully submitted through Grants.gov by 11:59 p.m. eastern time on June 30, 2017.

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

### **Note: Application Versions**

If an applicant submits multiple versions of the same application, OJP will review only the most recent system-validated version submitted.

### **Experiencing Unforeseen Grants.gov Technical Issues**

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its 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 the title page **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties, and must 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: OJP does not automatically approve requests to submit a late application.** After OJP reviews the applicant's request, and contacts the Grants.gov or SAM Help Desks to verify 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 untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally are 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, such as issues with firewalls or browser incompatibility.

**Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP [Funding Resource Center](#) web page.**

## **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** (Understanding of the problem being addressed in the application and its importance) – 10%
2. **Project Design and Implementation** (Quality and technical merit of the proposed project activities) – 50%

3. **Capabilities and Competencies** (Capabilities, demonstrated productivity, experience, and other project-relevant qualifications 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<sup>13</sup> – 15%

### **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.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant
- The application must request funding within programmatic funding constraints (if applicable)
- The application must be responsive to the scope of the solicitation
- The application must include all items designated as “critical elements”
- The applicant must not be identified in SAM as excluded from receiving federal awards.

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

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. BJS may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review 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. Peer reviewers’ ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully. Other important considerations for OJP include underserved populations, geographic diversity, strategic priorities, and available funding, as well as the extent to which the budget detail worksheet and budget narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

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<sup>13</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.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by applicants. 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. If OJP anticipates that an award will exceed \$150,000 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 applicants.

The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants for competitive awards. OJP takes into account information pertinent to matters such as—

1. Applicant financial stability and fiscal integrity
2. Quality of the management systems of the applicant, and the applicant's ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide
3. Applicant's history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), as well as awards from other federal agencies
4. Reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements
5. Applicant's ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Director of BJS, who may take into account not only peer review ratings and recommendations, but also proposed budgets, past performance under prior BJS and OJP awards, strategic priorities, available funding, and other factors as indicated in this section.

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

### **Federal Award Notices**

Award notifications will be made by September 30, 2017. OJP sends award notifications 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 steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances;

designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires 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 OJP-approved application, the recipient must comply with all award conditions, as well as all applicable requirements of federal statutes, regulations, and executive orders (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.

Applicants should consult the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)," available in the [OJP Funding Resource Center](#). In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds.

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

Applicants may view these documents in the Apply section of the [OJP Funding Resource Center](#).

The web pages accessible through the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)" are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2017. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute or program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

As stated above, BJS expects that any award under this solicitation to be a cooperative agreement. A cooperative agreement will include a condition in the award document that sets out the "substantial federal involvement" in carrying out the award and program. Generally speaking, under cooperative agreements with OJP, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as coordination efforts and site selection, as well as review and approval of work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award condition that it may redirect the project if necessary.

In addition to a condition that sets out the "substantial federal involvement" in the award, cooperative agreements awarded by OJP include a condition that requires specific reporting in



connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

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

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

Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP web site at <http://ojp.gov/funding/FAPIIS.htm>.

Data on performance measures. In addition to required reports, an award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as to assist DOJ in 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, OJP will require any recipient, post award, to provide the data listed as "Data Recipient Provides" in the performance measures table in [Section D. Application and Submission Information](#), under "Program Narrative," so that OJP can calculate values for this solicitation's performance measures.

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

For OJP contact(s), see the title page.

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

## **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. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory

exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the application and ask it to identify—quite precisely—any particular information in the application that applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law-enforcement sensitive information.

### **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. Provide feedback to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

**IMPORTANT:** This email is for feedback and suggestions only. OJP does **not** reply from this mailbox to messages it receives in this mailbox. Any prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate telephone number or email listed on the front of this document to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address 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](mailto:ojpeerreview@lmsolas.com). (Do not send your résumé to the OJP Solicitation Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

## Application Checklist

### 2017 National Crime Statistics Exchange (NCS-X) Implementation Assistance Program: Phase IV – Support for State Programs

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

#### What an Applicant Should Do:

##### *Prior to Registering in Grants.gov:*

- \_\_\_\_\_ Acquire a DUNS Number (see page 35)
- \_\_\_\_\_ Acquire or renew registration with SAM (see page 35)

##### *To Register with Grants.gov:*

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 36)
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 36)

##### *To Find Funding Opportunity:*

- \_\_\_\_\_ Search for the Funding Opportunity on Grants.gov (see page 36)
- \_\_\_\_\_ Select the correct Competition ID (see page 36)
- \_\_\_\_\_ Download Funding Opportunity and Application Package (see page 36)
- \_\_\_\_\_ Sign up for Grants.gov email [notifications](#) (optional) (see page 34)
- \_\_\_\_\_ 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](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see page 21)

##### *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 pages 36)

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

- \_\_\_\_\_ Contact BJS regarding experiencing technical difficulties (see page 37)

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

- \_\_\_\_\_ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)" in the OJP Funding Resource Center.

#### Eligibility Requirement:

- \_\_\_\_\_ Review the [Eligibility Limitations](#) for this solicitation (see cover page)

#### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 22)
- \_\_\_\_\_ Project Abstract (see page 22)
- \_\_\_\_\_ Program Narrative (see page 23)
- \_\_\_\_\_ Statement of the Problem (see page 24)
- \_\_\_\_\_ Project Design and Implementation (see page 24)
- \_\_\_\_\_ Capabilities and Competencies (see page 24)

_____	Plan for Collecting the Data Required for this solicitation's Performance Measures	(see page 25)
_____	Budget Detail Worksheet	(see page 28)
_____	Budget Narrative	(see page 28)
_____	Project Implementation Timeline	(see page 16)
_____	Indirect Cost Rate Agreement (if applicable)	(see page 30)
_____	Tribal Authorizing Resolution (if applicable)	(see page 31)
_____	Financial Management and System of Internal Controls Questionnaire	(see page 18)
_____	Disclosure of Lobbying Activities (SF-LLL)	(see page 31)
_____	Additional Attachments	
_____	Applicant Disclosure of Pending Applications	(see page 32)
_____	Disclosure of Process related to Executive Compensation	(see page 33)
_____	Request and Justification for Employee Compensation; Waiver (if applicable)	(see page 20)

## Appendix – 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
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	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