



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is pleased to announce that it is seeking applicants for the National Crime Victimization Survey Instrument Redesign and Testing Project, a project to support BJS's evaluation and redesign of the NCVS screening and incident classification instruments. As the principal federal statistical agency in the Department, BJS is responsible for the collection, analysis, publication, and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This project furthers the Department's mission to identify the most pressing challenges confronting the justice system and to provide information in support of innovative strategies and approaches for dealing with these challenges.

National Crime Victimization Survey Instrument Redesign and Testing Project

Eligibility

Eligible applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortia with demonstrated organizational and community-based experience working with American Indian and Alaska Native communities, including tribal for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal consortia. However, consistent with OJP fiscal requirements, for-profit organizations are not allowed to make a profit as a result of this award or to charge a management fee for the performance of this award.

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

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 28.) All applications are due by 11:59 p.m. eastern time on Tuesday, June 11, 2013. (See "Deadlines: Registration and Application," page 4.)

Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, via e-mail to support@grants.gov.

Note: The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact Michael Planty, Chief, Victimization Statistics Unit, by telephone at 202-307-0765, or by e-mail at askbjs@usdoj.gov. Include "NCVSIRTP" in the subject line.

Grants.gov number assigned to announcement: BJS-2013-3617

Release date: April 25, 2013

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National Crime Victimization Survey Instrument Redesign and Testing Project (CFDA #16.734)

Overview

The Bureau of Justice Statistics (BJS) seeks an agent to execute the National Crime Victimization Survey (NCVS) Instrument Redesign and Testing Project. The project is designed to provide scientific and technical support for the redesign and testing of the NCVS roster control card, crime screener (NCVS-1), and crime incident (NCVS-2) instruments in support of BJS's efforts related to increasing the efficiency, reliability, and use of the NCVS. In addition, the project will evaluate the use and content of the NCVS supplements. Through this project, BJS seeks to evaluate and modernize the organization and content of the NCVS instruments; improve the efficiency of the instruments and the current core-supplement design; develop a procedure for introducing routine improvements to the NCVS in order to capture emerging crime types and time-relevant topics; develop a systematic process for testing item reliability, validity, and burden; conduct cognitive tests of current and proposed items on the survey instruments; and pre-test the modified NCVS. BJS intends to fund the project through a cooperative agreement for a 3 year period. BJS is authorized to issue this solicitation under 42 U.S.C. § 3732(c).

Deadlines: Registration and Application

Applicants must register with Grants.gov in order to submit an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on Tuesday, June 11, 2013. See "How to Apply" on page 28 for details.

Eligibility

Refer to the title page for eligibility under this program.

Project-Specific Information

Since 2008, BJS has been involved in efforts to assess the design and operations of the [National Crime Victimization Survey \(NCVS\)](#). The goals of this redesign effort have been to improve the reliability of estimates from the survey; develop feasible options for producing subnational estimates of crime; establish a core-supplement approach that is responsive and adaptive to measuring new crime types and providing in-depth data about specific categories of crime; and implement a more responsive, cost-effective model for survey administration that relies on an analytic approach to identifying and solving problems.

BJS's efforts have been supported by an expert panel study carried out by the National Research Council of the National Academies to review the NCVS's methodology and provide guidelines for redesign options. The Committee on National Statistics (CNSTAT) panel's recommendations are contained in two volumes:

[Surveying Victims: Options for Conducting the National Crime Victimization Survey](#) (National Research Council 2008) and [Ensuring the Quality, Credibility, and Relevance of U.S. Justice Statistics](#) (National Research Council 2009). BJS has initiated several research projects that respond to one or more of the CNSTAT panel's recommendations focusing on survey response rates, data collection modes, and instrument design (available at www.bjs.gov/content/pub/pdf/research_proj.pdf).

The current solicitation focuses on the design of the NCVS screening and crime incident instruments and is responsive and consistent with the following six recommendations from the NRC report:

Recommendation 4.1: BJS should carefully study changes in the NCVS survey design before implementing.

The project will develop a short- and long-term process for proposing, testing, and implementing changes to the NCVS instruments that is consistent with BJS and Office of Management and Budget (OMB) guidelines and standards. Criteria for change will consider reliability, validity, value, burden, and cost, as well as approaches to measure the impact of change on victimization rates.

Recommendation 4.3: BJS should make supplements a regular feature of the NCVS. Procedures should be developed for soliciting ideas for supplements from outside BJS and for evaluating these supplements for inclusion in the survey.

The project will evaluate the BJS's current use of supplements to measure emerging crime trends and other issues related to victimization and contact with the criminal justice system. Currently, BJS administers three supplements on a routine basis— school crime, identity theft, and police public contact— but has administered others on stalking, workplace violence, and victim risk. Other topical areas, such as hate crime and household identity theft, have been added to the core instrument rather than collected through a supplement. The research will consider the periodicity, content, burden, cost, and use of supplements in terms of how these supplements are integrated with and support the core instruments. The project will assess the current core-supplement topical designations and evaluate whether particular topical areas are better suited for administration as a supplement or incorporation into the core. It will also consider other issues related to victimization that could be addressed through NCVS supplements, such as the cost of crime and the receipt of victim services.

Recommendation 3.3: BJS should continue to use the NCVS to assess crimes that are difficult to measure and poorly reported to police. Special studies should be conducted periodically in the context of the NCVS program to provide more accurate measurement of such events.

The project will consider emerging crimes and those not currently captured though the NCVS, such as cyber-crimes and various types of fraud, and the best approach for incorporating these crimes into a core-supplement design. The project will consider whether other additional crime

types not currently captured in core victimization rates should be screened for and incorporated into the overall victimization rates.

Recommendation 4.4: BJS should maintain the core set of screening questions in the NCVS, but should consider streamlining the incident form (either by eliminating items or by changing their periodicity).

Recommendations 3.3 and 4.4 address which crimes and types of information the NCVS should measure. The project will evaluate the current NCVS-1 screener in terms of the number, type, content and flow of the questions. The screening instrument relies on a number of cues to aid respondent recall and accuracy. Research should evaluate the number and type of cues, incorporating and expanding on findings from prior research regarding the contribution of each screening question to overall crime rates. The evaluation will also include an assessment of the feasibility of incorporating additional crime categories into the NCVS screening instrument. In addition to the screening questionnaire, the NCVS-2 or crime incident report (CIR) form will be evaluated. The CIR is used to date and classify incidents into the type of crime and to collect additional information about the incident. Currently, the CIR focuses primarily on victim injury and loss, weapon use, offender characteristics, police involvement, and various incident characteristics related to location, time of day, third party involvement, and criminal justice agency follow-up. Research should consider the burden, reliability, validity, item placement, and use of the information collected. Other information currently not collected should be considered for addition. The project should also consider the overall flow of the instrument as it is administered to respondents and how the use of transitional sentences or instructions could be used to improve the conversational tone of the instrument.

The project will also evaluate the current household roster control card. The NCVS control card captures basic demographic information about each household resident and updates this information in subsequent interviews. The project will consider adding additional questions about the respondent's status, including disabilities, citizenship, more detailed employment information, and sexual orientation.

Recommendations 4.5 and 4.6: These recommendations focus on the development and use of subnational victimization estimates of major crime and victimization rates at the state and local level.

Consistent with the larger redesign efforts, an evaluation of the NCVS instruments should consider how the development of the small area estimation program can use data for local stakeholders. Consideration should be given to measuring victimization, but the project will also consider other topics related to general perceptions of citizen safety and well-being, police performance, and other non-crime topics, such as the prevalence of nuisance crimes, drug distribution, and other disorders. Unlike violent crime, which is a relatively rare event, these items can be answered by all respondents for more statistically reliable estimates at the small area level.

In addition to responding to the recommendations of the NRC, the current solicitation also addresses BJS's need to incorporate relevant findings from completed and active redesign research projects— as well as internal BJS Victimization Unit projects— into the larger instrument redesign. The project will assess the extent to which findings from projects such as the NCVS

Companion Study Preliminary Pilot Test and the Crime Incident Report Assessment (currently being finalized) can be incorporated into the Survey Instrument Redesign and Testing project. For example, the Companion Study examined the utility of including non-crime questions in the NCVS screener to provide enhanced contextual priming, as well as measures of perceptions of community safety that have independent utility for data users. Such work may be informative for the larger instrument redesign work.

The project will also require routine engagement with BJS staff on internal efforts that may inform the NCVS instrumentation, such as efforts aimed at measuring the overlap between victims and offenders and at better understanding issues related to the collection of victimization data from juveniles age 11 or younger and ages 12 through 18, including the relevance of questions for juveniles, their cognitive ability to comprehend questions, and ethical considerations in asking crime-related questions to these age groups. Because these and other similar projects improve knowledge on victimization-related topics and survey methodology, the successful applicant will remain abreast of on-going work at the BJS and will work with BJS staff to consider ways in which internal research efforts can inform NCVS instrument redesign and enhance the utility of the survey.

Goals for the Survey Instrument Redesign and Testing Project

BJS conceives the Survey Instrument Redesign and Testing Project as directly supportive of larger NCVS redesign efforts and the regular, annual core functions related to statistical analyses, report writing, and documentation. Through the Survey Instrument Redesign and Testing Project, BJS intends to achieve the following goals:

- 1) evaluate the content, organization, and format of the NCVS roster control card, NCVS-1 screening instrument, NCVS-2 crime incident report instrument, and periodic supplements
- 2) evaluate the current core-supplement approach to the NCVS, including the periodicity of supplements, the sample to which they are administered, and the integration of supplements into the core
- 3) revise and enhance the use, value, and timeliness of the information obtained from the NCVS instruments
- 4) establish processes and protocol for evaluating and revising the NCVS instruments on a routine basis
- 5) establish a research agenda for investigating the performance of the instruments based on sample design, mode, and other data collection operations
- 6) measure the impact of instrument changes on victimization estimates.

The primary tasks to achieve these objectives include 1) the analysis of existing data, and 2) designing and implementing original research studies. Approaches to testing and redesigning the instruments should consider the full spectrum of options, including—

- **Focus groups.** This is a qualitative method that uses a small group of individuals to discuss specific topics of interest to the research identified prior to the meeting. A protocol for the focus group is designed and used by a trained facilitator to help guide discussions. Focus groups are useful to explore new areas for surveys.
- **Cognitive interviews.** This method involves intensive, one-on-one interviews with respondents. The respondent is instructed to think aloud and describe what mental processes are functioning as he or she answers survey questions. Several different variations of cognitive interviewing can occur, including asking the respondent to paraphrase questions, asking follow-up probing questions to determine how the respondent decided on a particular answer, and asking the respondent's opinion of the researcher's intent for a given question or response option. The objective is to identify ambiguous terminology or other confusing wording construction that present the respondent with comprehension problems. This is frequently the first stage of questionnaire development.
- **Pretest.** This stage of research involves testing a survey instrument before it is fielded in a feasibility test or on a large scale. The purpose of pretesting is to identify any errors in the instrument such as skip patterns or difficulty administered under simulated conditions. Pretesting may often be an iterative process until the researcher concludes that the instrument is in its best possible form and ready to be fielded.
- **Feasibility tests.** This stage of research involves testing the developed research instruments and protocols on a small scale in preparation for a full study. Feasibility testing can uncover flaws in instrument design, sampling techniques, and the overall likelihood of success for a full field test.

As befitting the cooperative agreement mechanism, applicants responding to this solicitation should recognize and acknowledge that the project director for the BJS Survey Instrument Redesign and Testing project director and other BJS staff will be actively involved. To the extent possible, applicants should also clarify the roles they propose for staff; the types of efforts they believe require greater involvement by BJS, and the manner in which they plan to engage BJS to achieve the Survey Instrument Redesign and Testing goals and objectives.

Objectives for the Survey Instrument Redesign and Testing Project

This statement of work provides details on survey methodology and the scope of work necessary for applicants to prepare a cost estimate. For each task submitted in response to this solicitation, the applicant should—

- provide descriptions of specific strategies or approaches that would be part of the applicant's work to complete the task
- describe and demonstrate their capabilities and expertise that will enable them to successfully complete the task
- provide detailed cost estimates for performing the work, using the parameters described in Objectives 1 through 5, as applicable.

The statement of work is intended to provide applicants with sufficient information to enable them to judge the complexity and cost of the developmental work. The applicants are directed to use the parameters provided to create a cost estimate for the expected research, field work, and data processing activities. The specific project objectives (tasks) are outlined and described in the scope of work, which follows.

Timetable

Within 3 weeks of the award start date, the recipient will meet with BJS to discuss the proposed tasks. The recipient will develop a detailed timetable for each task, subtask, and deliverable (including progress reports); scheduled meetings; and conference calls for the project. The timetable must identify short-term and long-term deliverables. After the BJS project manager (PM) has agreed to the timetable, all work must be completed as scheduled.

Objective 1: Assess the instrument

A central objective of the project is a comprehensive evaluation the NCVS control card, NCVS-1, and NCVS-2. The evaluation should identify and recommend areas and items for redesign, deletion, and addition. It should include—

1. Assessment of the current screening instrument in terms of the number, type, content, and flow of the questions. The screener assessment should incorporate existing research sponsored by and external to BJS related to respondent recall, cuing, and the relative impact of screening questions on victimization rates. It will consider approaches for improving the efficiency and effectiveness of the screener.
2. Assessment of the crime incident report (NCVS-2). The assessment will cover such issues as the overall content of the instrument; type of crime (TOC) classification and whether and how it should be expanded; burden on respondents; validity of survey constructs; usability and utility of individual questions and sections; the appropriateness, timeliness, and utility of item response categories; item placement; questionnaire flow and the use of instructions and transitions to improve the conversational nature of the interview; repetition of questions and concepts in the instrument; and the relevance of questions for persons age 12 or older. The assessment should incorporate and build upon relevant findings from previously conducted redesign projects and on-going NCVS-related research, as well as research related to victimization surveys in general, such as research and evaluation from the British Crime Survey.
3. Assessment of the NCVS control card. The demographic information collected through the control card provides denominators for NCVS estimates. The assessment should consider the utility of current items and areas for expansion, such as the incorporation of questions pertaining to respondent disabilities, citizenship, sexual orientation, and more detailed employment information.

Within each of these areas, different strategies, approaches, and research studies will be necessary for a comprehensive assessment of the current instrumentation and the feasibility and value added from proposed alternatives and additions. The successful applicant will provide a review of theory and rationale for the current NCVS and propose a framework for organizing

and systematically assessing each of the three NCVS instruments that prioritizes areas of assessment according to relative importance and implications for the other aspect of the instrument.

Deliverable: A written report summarizing the evaluation of the control card, NCVS-1, and NCVS-2, identifying critical issues, and providing recommendations for testing and revising the instruments.

Objective 2: Evaluate the use of supplements and the core-supplement design

Another objective of the Instrument Redesign and Testing Project is the evaluation of the NCVS core-supplement design and the use and content of supplements. In the current core-supplement design, three supplements are administered on a routine basis, and others are introduced more sporadically as relevant topics or emerging crime trends are identified. In the current design, one supplement is administered at a time for a 6-month period. The assessment should consider the efficiency and effectiveness of this approach to administering supplements in comparison to alternative approaches, such as the module design utilized by the British Crime Survey.

The assessment will also consider the topical areas that are best suited for administration through supplements. In the current core-supplement model, supplements involve the collection of detailed information on specific topics or crime types every two or three years, while the core NCVS captures information on a continuous, but sometimes less detailed basis. The project will identify topical areas and emerging crime types for which there are data gaps that could be filled through the administration of a supplement and will involve the design of a series of supplemental instruments to collect data in these identified areas. The project will also assess the need for the NCVS to capture data on new and emerging crime trends and will provide a framework for determining what and when crimes are best captured through a supplement compared to those integrated into the core instrument for inclusion in overall victimization rates.

The assessment will address administrative issues related to the integration of supplements with the core NCVS, such as avoiding asking duplicative information or questions that are illogical or unnecessary given information provided by the respondent through the NCVS-1 or NCVS-2.

Applicants should demonstrate knowledge of the strengths and weaknesses of the current NCVS core-supplement design, as well as approaches used in other regional and international victimization surveys. Applicants should give consideration to emerging crime types or other criminal justice topics about which NCVS supplements could inform and enhance current knowledge.

Deliverable: A written report summarizing the evaluation of the use and administration of supplements, identifying critical issues, and recommendations options.

Objective 3: Develop a plan for testing and revising NCVS data collection instruments based on findings from Objectives 1 and 2

Based on Objectives 1 and 2, as well as findings from other BJS redesign research, the Instrument Redesign and Testing project will involve the drafting of revised NCVS data collection instruments. The revisions to the instruments should consider survey organization, flow, burden on respondents, use of all items and sections, question sensitivity, and mode of survey administration. The revisions should be tied to a theoretical rationale or approach to the types of crimes to include in the core NCVS, crime classification issues, and consideration of the need to ensure that series continuity is maintained to the best extent possible. The impact of methodological changes on rates will need to be measurable and quantifiable. Applicants should provide a plan for revising and testing the instrument that identifies the issues to be addressed, the scope of testing, the rationale for the testing, and what the specific testing will accomplish. The plan should include both cognitive testing of individual survey items and sections, as well as a larger field test(s) with fully revised instruments designed to measure the feasibility of administering the revised instrument, the use of data collected, and the impact of the instrument revisions on victimization estimates. Applicants should price each component of their plan, including the costs for each type of test. BJS understands that the proposal for the specific testing will not be known in detail until Objectives 1 and 2 are completed, but applicants should demonstrate knowledge of the general issues associated with the administration of the NCVS and how NCVS items and estimates are amendable with various testing strategies.

Deliverable: A written plan outlining a testing and modification strategy for redesigning the control card, NCVS-1, NCVS-2 and NCVS supplements. The plan should include a detailed schedule, an outline of items to be revised or tested, specific testing strategies and expected outcomes, rationale for content, and expected measures that will result from the redesign. Additionally, the plan should detail a process for evaluating the impact on estimate continuity with the current NCVS collection process.

Objective 4: Test the revised NCVS instrument design

Based on the written plans for the cognitive testing of the NCVS instruments developed through Objective 3 and approved by BJS, the successful applicant will ensure that appropriate OMB clearance is obtained prior to initiating cognitive testing. Once OMB approval is obtained, the successful applicant will implement the plans for cognitively testing proposed revisions and modifications to the instrument to ensure that items are clear and understandable to respondents of varying education levels and of all ages considered within the scope of the NCVS; collect valid and accurate data; are appropriately sensitive to the personal and emotional nature of the topic; and will generate item response rates of 80% or higher. The approaches to testing the instruments will consider the full spectrum of options i.e., (focus groups, cognitive interviews, and feasibility tests) as detailed in the detailed plans developed through Objective 3. Once OMB approval has been obtained under the BJS generic clearance, the cognitive testing of proposed instrument revisions and additions will be completed in approximately 5 months.

After implementing lessons learned from the cognitive testing into revised survey instruments, the successful applicant will obtain OMB approval for a complete field test of the revised instruments that provides a measure of the impact of instrument changes on victimization estimates. The successful applicant will then administer the pre-test of the entire revised data collection instruments in accordance with the plan detailed in Objective 3. This task requires the ability to evaluate and compare the survey outcomes between the current core and revised instrument designs; therefore, samples for both designs must provide sufficient power to detect

differences in key estimates. Strategies for conducting this work may be limited to selecting samples in a select set of Metropolitan Statistical Area (MSAs) that include large samples in the ongoing NCVS. Concentrating interviews in these areas will help contain costs. Another option is to conduct a split sample design administering both the NCVS and redesign instruments to a sample outside of the core collection. In determining the best approach to field test the instruments in a manner that allows the impact of changes on victimization estimates to be assessed, the successful applicant will demonstrate consideration of budget, sample sizes and number of completed interviews needed for sufficient testing power, survey response rates, the panel design of the current NCVS, and implications for comparing field test results with estimates from the full NCVS. Applicants should also consider the mode of administration for the data collection instruments in both the field test and as options for the full implementation. Applicants should provide a general plan for field testing the revised NCVS instruments, including an estimate of the number of completed interviews for each design depending on cost and power assessments.

Deliverable: Two reports: one that details the methodology and findings from the cognitive tests and the recommended survey instrument revisions, and another that the methodology and findings from the full instrument field test, and resulting recommendations for implementing the revised instruments in a manner that preserves the series continuity.

Objective 5: Devise and implement a technical review panel process

Applicants will establish a process for BJS to follow a routine substantive and technical review of the NCVS instruments using a Technical Review Panel (TRP) approach. The TRP’s primary objectives are to assist BJS in the assessment of the NCVS instruments, evaluating the goals, purpose, performance, burden, and value of each item and topical section. The TRP will establish a research agenda for investigating the performance of the instruments and items regarding based on sample design, mode, and other data collection operations. The TRP will review and comment on proposed item additions and deletions, supplement use, assessment of on-going testing, and proposals for testing recommendations. The first TRP meeting should occur within the project’s first 6 months. A plan for the periodicity, format, process, and content for future meetings will be established after the first meeting. The successful applicant will consider the appropriate composition of the TRP and format for TRP meetings and involvement.

Deliverable: Selection of BJS-approved TRP members with a written plan for using the TRP for on-going NCVS instrument maintenance and improvement.

Deliverables for the Survey Instrument Redesign and Testing project

Table 1. Deliverable schedule

<u>Objective & task</u>	<u>Deliverables</u>	<u>Due date</u>
Objective 1		
Assess the instrument	Comprehensive plan for the systematic assessment of the NCVS Control Card, NCVS-1 and NCVS-2 Written report providing	Month 1 after project initiation

Table 1. Deliverable schedule

	comprehensive, systematic assessment of the content, utility, and organization of each of the three NCVS instruments	Month 6
Objective 2		
Assess of current NCVS core-supplement design	Technical report assessing current NCVS core-supplement design and providing recommendations for alternative approaches to improve the efficiency of the survey	Month 12
Assess contact of core and supplement instruments	Report providing recommendations on the content of the core NCVS versus NCVS supplements	Month 12
Objective 3		
Develop a plan for revising and testing NCVS data collection instruments	Written plan outlining a testing and modification strategy for redesigning the control card, NCVS-1, and NCVS-2 instruments	Month 12
	Draft NCVS core data collection instruments	Month 20
Objective 4		
Test the revised NCVS instrument design	OMB approval for cognitive testing of instrument under BJS generic clearance	Month 15
	Results of cognitive testing of NCVS data collection instruments and recommendations for changes to revised instruments based on testing	Month 20
	OMB approval for field testing of revised NCVS data collection instruments	Month 26
	Final report providing results of field test based on the revised data collection package, identifying impact of instrument changes on national estimates, and providing recommendations maintaining series	Month 36

Table 1. Deliverable schedule

	continuity, if changes affect rates	
	Final instrument and recommendations for full-scale implementation of revised NCVS instruments	Month 42
Objective 5		
Devise and implement a technical review panel process	Establish TRP process	Month 6
	Written TRP plan	Month 12

Amount and Length of Awards

BJS anticipates that it will make up to one award for this project, not to exceed \$8 million. The project period is expected to start on October 1, 2013, and end on September 30, 2016.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2013 salary table for SES employees is available at www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2013/executive-senior-level/. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

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

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the

program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Minimization of Conference Costs

OJP encourages applicants to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP Web site at www.ojp.gov/funding/confcost.htm. This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

Note on food and beverages OJP may make exceptions to the general prohibition on using OJP funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

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 of the OJP "Other Requirements for OJP Applications" Web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

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.

Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Objective 1 Evaluate the effectiveness and efficiency of the NCVS instruments.	Provide deliverable that meet expectation. Provide deliverable completed on time.	Written assessment and recommendations for revising and testing incorporating prior BJS redesign research.
Objective 2 Evaluate the effectiveness and efficiency of capturing, NCVS supplement data through the current core supplement design, including strategies for new content and addressing administrative issues.	Provide deliverable that meets expectations. Provide deliverable completed on time.	Written assessment and recommendations for changes to core-supplement design, if applicable. Written assessment of the current content of core and supplement instruments and recommendations for changes to the content.
Objective 3 Develop revised NVCS data collection instruments and a plan to test them.	Provide a survey redesign and testing plans that meet expectations.	Written version of plans to BJS for approval. Final version of three revised data collection instruments based on findings from the cognitive testing.
Objective 4 Test the revised NCVS instruments.	Percent of deliverables that meet expectations.	Results from cognitive testing of revised instruments and recommendations for revising instruments based on testing.

		Final report detailing the field test methodology and findings and recommendations for implementation of revisions in a manner that preserves series continuity.
Objective 5 Devise and implement a technical review panel process.	Number of approved stakeholders participating in the technical review panel (TRP). Provide deliverable that meets expectations.	List of TRP members, their CVs, and letters of participation. Written plan for implementing and utilizing the TRP for ongoing maintenance of and improvements to the NCVS.

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 18 for additional information.

Note on Project Evaluations

Applicants that propose to use funds awarded 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.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections 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, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

Notice of Post-Award Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards

totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

What an Application Should Include

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

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJS has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one document, it must contain **both** narrative and detail information.

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

Applicants should submit the following:

- 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 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).

- 2. Program Narrative**

This should describe the activities in the objectives for the Instrument Redesign and Testing Project and address the evaluation criteria. The narrative should provide a detailed timeline and budget for project activities. The narrative should demonstrate the applicant's knowledge of criminal victimization issues through the application's

expression of a research agenda. It also should demonstrate the applicant's capabilities to complete the tasks under each objective in a timely manner.

The following sections should be included as part of the program narrative.

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

BJS does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJS will require successful applicants to submit specific data as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

The Statement of the Problem and Project Design and Implementation sections of applications should not exceed 35 pages, line spacing of no less than 1.5 lines, with a font size no less than 12-point Arial, with no less than 1-inch margins. These limitations apply to tables and figures included within the Statement of the Problem and the Project Design and Implementation sections. The Capabilities and Competencies and Plan for Collecting Data Required for this Solicitation's Performance Measures do not fall within this 35-page limitation. Also excluded from the 35-page limitation are the cover page, a project abstract, and table of contents.

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.

3. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. Budget Narrative

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

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

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

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

4. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

5. Tribal Authorizing Resolution (if applicable)

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

Applicants that are unable to submit with the application a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at minimum, submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, BJS will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

6. Additional Attachments

a. Key staff information

This should include a staff loading chart, by task, showing the role and number of hours committed by proposed staff; identification of proposed key personnel and their qualifications for the significant functions in the project, along with concise descriptions of the duties each will perform under the contract; and identification by name of all key personnel with decision-making authority.

b. Privacy Certification

The Privacy Certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable data. A model certificate is located at www.bjs.gov/content/pub/pdf/bjsmpc.pdf.

c. Applicant disclosure of pending applications.

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

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

- the Federal or State funding agency
- the solicitation name/project name
- the point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov

HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov
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Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page. (e.g., “[Applicant Name] does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”)

d. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal’s rating under the selection criteria, in order to receive funds, the applicant’s proposal must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research/evaluation funded by Bureau of Justice Statistics grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research/evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include where an investigator would be in a position to evaluate a spouse’s work product (actual conflict), or where an investigator would be in a position to evaluate the work of a former colleague (apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research/evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the appendix dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the applicant reasonably believes

that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion.

Where potential personal or organizational conflicts of interest exist, in the appendix, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, explain, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity/integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity, and the adequacy of the applicant's existing or proposed remedies to control any such factors.

7. Other Standard Forms

Additional forms that OJP may require in connection with an award are available on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

a. [Standard Assurances](#)*

Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.

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

Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.

c. [Accounting System and Financial Capability Questionnaire](#) Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years, must download, complete, and submit this form.

*These OJP Standard Assurances and Certifications are forms which applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

Selection Criteria

Applications will be assessed according to the following criteria.

1. Statement of the Problem (25%). Applications will be assessed according to the following criteria:

- Demonstrated understanding of the NCVS and its utility for research on criminal victimization.
- Capacity to articulate a substantive research and redesign program for revising the NCVS instruments.
- Depth of understanding of the NCVS, its capabilities, and potential uses.

2. Project Design and Implementation (25%). Applications will be assessed for the—

- Understanding of the relationship among the components of the project's objectives for achieving the project's goals.
- Coordination of effort among project objectives that is done in ways that ensure efficient use of resources while achieving the project's research goals.
- Innovation in methods used to produce the research projects outlined in the solicitation.
- The extent to which the relationship between the research agenda outlined in the application comports with the organization of project resources to achieve the research goals.

3. Capabilities and Competencies (25%). Applications will be assessed for the—

- Depth of understanding of and experience in using the NCVS for research.
- Demonstrated capacity to manage large data files in a secure environment to achieve research objectives in a timely manner.
- Demonstrated capacity and experience to deliver high-quality research reports targeted to appropriate audience in a timely manner.
- Capacity to develop procedures to design instruments and implement changes in a systematic process and to measure the impact of such changes on critical estimates.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%). Applications will be assessed for the—

extent to which the data collection activities required to demonstrate the projects' performance is done efficiently, in a low-cost manner, and as part of the organization of the project.

5. Budget (20%). Applications' budgets will be assessed to determine—

- The extent to which staff resources allocated in the budget are appropriate for the project tasks.
- Appropriateness of budgeted items for achieving project goals.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. The Bureau of Justice Statistics 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. The Bureau of Justice Statistics may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this

solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with the Bureau of Justice Statistics, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

All final award decisions will be made by the Director of the Bureau of Justice Statistics, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Special Conditions Applied to Awards Under this Solicitation

The award of federal funds under this BJS solicitation will be through a Cooperative Agreement. In accordance with the Federal Grant and Cooperative Agreement Act of 1977 (31 U.S.C. § 6305), if the purpose of the funded activity is to support a public purpose rather than for direct benefit or use by the federal government, a grant or a cooperative agreement can be used to administer the funds. A cooperative agreement is distinguished from a grant by the level of federal participation or involvement in carrying out project activities. Specifically, Title 31, section 6305 of the US Code states, states "An executive agency shall use a cooperative agreement as the legal instrument reflecting a relationship between the United States Government and . . . other recipient when . . . substantial involvement is expected between the executive agency and the . . . recipient when carrying out the activity contemplated in the agreement."

For the purpose of this solicitation, "substantial involvement" by BJS means that BJS will provide substantial guidance, input, and approval of the approach through which deliverables are accomplished. It also means that throughout the performance period, BJS will specify project deliverables that the award recipient agrees to by accepting the award. The award document will incorporate several special conditions which operationalize the specific parameters of this cooperative relationship. The goals of the substantial involvement of BJS are (1) to ensure that final deliverables are of acceptable quality as to justify the use of federal funds, (2) to accurately represent the project's findings, and (3) to ensure that all federal regulations governing the collection and dissemination of statistical information are met. All tasks carried out through the use of project funds will be assessed by BJS as needed to ensure that they meet federal regulations concerning confidentiality, personal identifying information, human research subjects, and the release of proprietary information, as well as to ensure that they meet general data quality standards for substance and presentation. As part of the assessment, BJS will continuously monitor the project to ensure that all activities performed under project tasks contribute to developing previously agreed upon deliverables within the award's budget. BJS reserves the right to stop funding the project and to restrict the release of

the information or findings should regulations or standards not be met. However, BJS will not impede the completion of deliverables within the project period unless project tasks or deliverables fail to meet general data quality standards or federal regulations as described above.

All methodological, statistical, procedural, and technological work conducted by the award recipient using award funds will remain the property of BJS until BJS determines that the information can be made publicly available. Therefore, BJS must approve any release of this proprietary information by the award recipient. BJS retains the right to the first release of all work funded by the project. This includes specific knowledge related to the project which was developed through the course of generating the deliverables that the award recipient was funded to produce.

Any additional work using project funds, including attendance or presentations at conferences and the publication of journal articles or other materials, that constitutes a change in the scope of the project requires BJS approval in the same way that any other changes to the performance period, key project staff, or budget would require prior approval and a Grant Adjustment Notification. Because the information and materials generated through the project constitute proprietary information, any release of this information using outside funding sources without sufficient justification and specific approval by BJS would jeopardize the relationship between BJS and the award recipient and potentially result in an inability to work together to accomplish remaining project goals. BJS is generally supportive of public dissemination efforts to the extent that BJS has prior knowledge and approval of the release of information by the award recipient and is able to ensure that this release contributes to the success of the project or enhances public knowledge regarding the topic without violating confidentiality restrictions or other federal regulations

Among others, the following Special Conditions will be attached to an award under this solicitation:

1. Exclusive Rights to Data. BJS retains all rights to exclusive use of the data until BJS releases the public use dataset, which will be available to the public via the Internet and at the National Criminal Justice Data Archives at the University of Michigan. The recipient shall not release or disclose any data collected through this cooperative agreement without prior written approval of BJS or until the dataset has been released to the public. This includes, but is not limited to, presentations at professional conferences and meetings, press releases, and/or grant applications. Unauthorized release of the data by the recipient or its associates may result in the immediate commencement of termination or suspension proceedings in accordance with 28 CFR Part 18.

2. Exclusive Rights to Methodological Information. Within certain limitations, BJS may grant the recipient exclusive use of any methodological findings derived from the project funded through this cooperative agreement. Only with prior written approval by BJS, may the recipient publicly disclose methodological information or experiential findings derived from the project prior to the public release of the dataset. Any such disclosures, however, must be public in nature and contribute meaningfully to the development and/or advancement of social science research. Subject to the prior written approval of BJS, allowable public disclosure may include, but are not limited to, presentations at

professional conferences and meetings, articles appearing in widely distributed publications, Internet postings, or similar outlets which constitute a broad public release of the methodological information. Unauthorized release of the methodological information by the recipient or its associates may result in the immediate commencement of termination or suspension proceedings in accordance with 28 CFR Part 18.

3. Prior Approval of Products/Publications. All materials and reports drafted or produced using funds under this award will be provided to BJS for its review and approval prior to initial publication.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations

- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Subgrantees

How to Apply

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

Note: BJS 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 email updates will be notified.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a pre-requisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- Create a SAM account;
- Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
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. 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 Domestic Assistance and Statistical Studies," and the funding opportunity number is BJS-2013-3617.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **Submit an 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 an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to errors, with an explanation. **Important:** OJP urges applicants to submit applications at

least 72 hours prior of 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.

Note: Grants.gov only permits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period. Grants.gov will forward the application to OJP's Grants Management System (GMS). 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."

Note: Duplicate Applications

If an applicant submits multiple versions of an application, BJS will review the most recent version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJS contact identified in the Contact Information section on cover page **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJS does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If the technical issues reported cannot be validated, OJP will reject the application as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to register in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow each instruction in the OJP solicitation, and (4) technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at www.ojp.usdoj.gov/funding/solicitations.htm.

Provide Feedback to OJP on This Solicitation

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

IMPORTANT: This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation,

you must directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

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

Application Checklist

National Criminal Victimization Survey Instrument Redesign and Implementation Project

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

Eligibility Requirement: Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortia with demonstrated organizational and community-based experience working with American Indian and Alaska Native communities, including tribal for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal consortia. However, consistent with OJP fiscal requirements, for-profit organizations are not allowed to make a profit as a result of this award or to charge a management fee for the performance of this award.

_____ The federal amount requested is within the allowable limit(s) of not to exceed \$8 million for the duration of the project.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 18)
- _____ Program Narrative (see page 18)
- _____ Statement of the Problem and Project Design and Implementation sections of the applications should:
 - _____ Line spacing of no less than 1.5 lines
 - _____ 12-point Arial font
 - _____ 1-inch margins
 - _____ 35 pages or less
- _____ These limitations apply to tables and figures included within the Statement of the Problem and the Project Design and Implementation sections. The Capabilities and Competencies and Plan for Collecting Data Required for this Solicitation's Performance Measures do not fall within this 35-page limitation. Also excluded from the 35-page limitation are the cover page, a project abstract, and table of contents.
- _____ Budget Detail Worksheet (see page 19)
- _____ Budget Narrative (see page 19)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 29)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 20)
- _____ Tribal Authorizing Resolution (if applicable) (see page 20)
- _____ Additional Attachments (see page 21-23)
 - _____ Key staff information
 - _____ Privacy Certification
 - _____ Disclosure of Pending Applications
 - _____ Research and Evaluation Independence and Integrity
- _____ Other Standard Forms as applicable (see page 23), including:
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)