

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



FY 2021 National Census of Victim Service Providers

Assistance Listing Number #	16.734
Grants.gov Opportunity Number:	O-BJS-2021-70001
Solicitation Release Date:	April 26, 2021 2:00 PM
Grants.gov Deadline:	June 14, 2021 11:59 PM
Application JustGrants Deadline:	June 28, 2021 11:59 PM

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is seeking applications for funding for *the National Census of Victim Service Providers (NCVSP)*. This program furthers the Department's mission by expanding statistical infrastructure around victim services, including the availability and use of services to support victims of crime or abuse.

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

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

For profit organizations other than small businesses, Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, Small businesses

BJS may elect to fund applications submitted under this FY 2021 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Contact Information

For technical assistance with submitting the **SF-424 and SF- LLL** in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](#), or email at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or at 833-872-5175. The JustGrants Service Desk operates 5 a.m. to 9 p.m. EST Monday - Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must email the BJS contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline.

For assistance with any other requirements of this solicitation, contact Heather Brotsos, Unit Chief, by telephone at 202-307-0765 or by email at AskBJS@usdoj.gov. Include "NCVSP21" in the subject line.

Submission Information

In FY 2021, applications will be submitted to DOJ in a **NEW** two-step process.

Step 1: Applicants will submit an **SF-424 and an SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

Step 2: Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

OJP encourages applicants to review, the "How to Apply" section in the [OJP Grant Application Resource Guide](#).

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Program Description

Overview

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

The Bureau of Justice Statistics (BJS) is seeking an applicant to assist BJS in developing and administering the 2022 National Census of Victim Service Providers (NCVSP). The NCVSP is part of BJS's larger [Victim Services Statistical Research Program](#), an effort to develop a statistical infrastructure around victim services and address major gaps in our knowledge about the availability and use of services to support victims of crime or abuse. The first NCVSP was conducted in 2017 and surveyed all agencies providing crime victim services in the past six months, either as the primary function of the agency or with dedicated staff or programs. Victim service providers (VSPs) are diverse in type, including criminal justice agencies (e.g., law enforcement agencies, prosecutor's offices, corrections agencies, etc.), other governmental organizations (e.g., child or adult protective services), non-profit or faith-based organizations, tribal organizations, hospital or medical facilities, and educational institutions. Overall, the initial NCVSP provided a baseline description of the field and a starting point for monitoring the field over time. This solicitation will fund the second (2022) NCVSP collection, including: (1) researching and updating the NCVSP frame; (2) revising the NCVSP instrument; (3) cognitively testing the NCVSP instrument, and (4) administering the NCVSP to approximately 12,500 VSPs and screening out ineligible entities (estimated at about 1,500-2,500).

Statutory Authority

34 U.S.C. §10132(c)(19)

34 U.S.C. §20103(c)(1)(A)

Specific Information

Attention to crime victims' rights and service needs grew considerably over the past four decades, prompted by the creation of the Office for Victims of Crime (OVC) in 1988 and other efforts to make victims whole, and to take their suffering into account in criminal justice policy and practice. In 1995, OVC was joined by the Office on Violence Against Women (OVW) in supporting service provision for victims of domestic violence, sexual assault, and stalking. For more than two decades, these programs have built and maintained the service infrastructure necessary to assist victims.

In 2013, OVC's release of [Vision 21](#) highlighted the need to build a national research and statistical infrastructure on victims of crime and victim service provision that is commensurate with the service infrastructure built over the past 20 years. A few years later, the amount of funding available for victim services through the [Crime Victims Fund](#) grew to an unprecedented level, from \$745 million in 2014 to \$2.4 billion in 2015, reaching a high of \$4.4 billion in 2018. OVC is charged by Congress with administering the Crime Victims Fund, which supports a broad array of programs and services that focus on helping victims in the immediate aftermath of crime and continuing to support them as they rebuild their lives. From 2015 onward, billions of dollars have been invested annually in victim compensation and assistance, training, technical assistance, and other capacity-building programs designed to enhance service providers' ability to support victims of crime in communities across the nation. With this new level of funding comes greater responsibility for understanding the size, scope, and effectiveness of the victim services field.

With funding and collaboration from OVC, BJS initiated the Victim Services Statistical Research Program aimed at developing a national data infrastructure on victim help-seeking behavior, gathering better data both from victims directly and from VSPs. Since 1993, as part of the National Crime Victimization Survey (NCVS), BJS collects some data on victims' receipt of services after experiencing a crime. The NCVS is a large, nationally representative survey of the non-institutionalized residential population that collects information on victims, offenders, the social context of the crime, the harms resulting from crime, and the victim response. Residents are asked about their experience with property crimes (including household burglary, motor vehicle theft, and theft) and violent crimes (including rape and sexual assault, robbery, aggravated assault, and simple assault), and victims are asked whether they received services for their victimization by any agency other than the police. Based on the [2019 survey](#), assistance from a victim-service agency was received in 8% of violent victimizations. This was a decline from the percentage in 2018 (11%). The percentage of violent victimizations committed by an intimate partner for which victims received assistance from a victim-service agency increased from 18% in 2018 to 26% in 2019.

Data sources other than the NCVS are needed to create a more complete picture of victims and their access to services, including the services that are available or not available to victims. VSPs are an important and relatively untapped source of information on victims of crime and the services provided to them. These agencies know how victims are referred to them (e.g., police, hospitals, or other sources), the services victims sought and received, the cost of those services, the source that funded service delivery, and possibly the outcome of any service provided. Knowing whether VSPs are adequately staffed, funded, and resourced to meet the needs of victims is essential for describing what is being done for

victims of crime and what is not being done, as well as what is effective and what is not effective. VSPs are the most reliable source from which to collect this type of information. In addition, for some rare crimes and hard-to-reach victim populations (e.g., victims of hate crimes, human trafficking), administrative data from VSPs offers important information on services that victims need and receive, and the number of victims receiving services. Therefore, as a critical part of the Victim Services Statistical Research Program, BJS initiated a two-phase national data collection system to collect information directly from VSPs: (1) a short National Census of Victim Service Providers that examines characteristics of the universe of VSPs, followed by (2) a more detailed National Survey of Victim Service Providers (NSVSP) based on a representative sample of VSPs.

The NCVSP collection provides the only source of data collected from all VSPs across the nation. The goals of the NCVSP are threefold: (1) to validate a national roster of active VSPs, which can then be used as a sampling frame for additional research on victim service provision; (2) to understand and track changes in the characteristics of entities that provide victim services, including how they are structured, where they are located, the size of their staff, and funding sources and sustainability; and (3) to gather and monitor information from VSPs about the field's ability to supply services and victims' receipt of those services, including the types of services providers offer, the types of crimes for which victims receive services, and the number of victims served.

The first NCVSP ("2017 NCVSP") was developed between 2012 and 2016, and the NCVSP instrument was administered to the VSP field between October 2016 and July 2017. Prior to the 2017 NCVSP, there was no national list of all types of VSPs. BJS and the larger project team worked to create a national roster by aggregating and de-duplicating information from federal grantees receiving victim services funding (e.g., from OVC, OVW), the National Center for Victims of Crime membership list, and entities identified through canvassing for VSP lists in all states. This work was challenging because of the size and diversity of the field, and the lack of clear criteria and definitions to categorize agencies as VSPs. The victim services field encompasses a wide variety of entities, from criminal justice organizations, to hospitals and campus organizations, to the full spectrum of community-based organizations (ranging from brick and mortar domestic violence shelters to less formal support groups). Many of the existing VSP lists were outdated or included only certain types of providers, for example, providers from particular geographical regions, providing services for specific types of crimes (e.g., domestic violence), or serving particular subgroups of victims (e.g., child victims).

To develop the project roster, BJS and the team collected lists of all publicly available VSPs, canvassed for VSP lists across all states and the District of Columbia, and conducted an awareness campaign to encourage participation in the NCVSP. Development of this initial roster produced a list of nearly 30,000 organizations that were likely providing victim services. Many organizations were present on multiple lists or even duplicated on a single list. Duplicates were removed, while erring on the side of inclusion to maximize the chance of reaching all eligible VSPs. For example, two organizations with the same address but different names remained on the roster because they could have been separate organizations located in the same building. Lack of current, complete contact information also presented challenges in eliminating duplication during this stage. For example, VSPs might have had similar names, but if one was missing an address, it was unclear whether they were duplicates. More information on the development of the 2017 NCVSP, including a pilot testing examining the roster quality, is available in [Building a National Data Collection on Victim Service Providers: A Pilot Test](#).

The 2017 NCVSP was administered to the full roster of nearly 30,000 agencies identified as potential VSPs. During data collection, approximately one-third of organizations were identified as a duplicate and removed from the roster. Duplicates were identified through statistical fuzzy matching methods, as well as manual review of records against a set of predefined criteria. An additional 15.5% were identified as ineligible because they had closed down, merged with other organizations, or had not served victims of crime or abuse during the past 6 months.

The 2017 NCVSP instrument categorized agencies as eligible VSPs if they provided services to victims of crime or abuse in the past six months either as the primary function of their agency, or through staff or programs focused specifically on victim services. Victims of crime or abuse included victims or survivors who were directly harmed or threatened by crimes and abuse(s) and their family or household members or legal representatives. Specifically, VSPs were grouped into the following categories:

1. *Primary function*: Entities that serve victims of crime or abuse as their primary function or mission (e.g., domestic violence shelter or stalking resource center).
2. *Dedicated programming*: Entities that do more than serve victims of crime or abuse, but that have dedicated staff or programs specifically for serving victims (e.g., hospitals, law enforcement agencies, or a YMCA that has a specific program for victims).
3. *No dedicated programming*: Entities that do more than serve victims of crime or abuse and have no dedicated staff or programs for serving victims (e.g., homeless shelters or law enforcement agencies without specific staff or programs for victims). These agencies are excluded from the NCVSP because they are typically unable to provide data specifically on victims and victim services, and because the full universe of these agencies would be difficult to capture.

The final census included 14,181 organizations, of which 12,196 served victims as their primary function or with dedicated

programming and were located within the United States. The response rate was 81% among all agencies that served victims in any capacity, and 79% among the final 12,196 organizations that remained on the NCVSP frame. The majority of VSPs were non-profit or faith-based agencies (45%) or government-based agencies (43%), with smaller percentages of VSPs reported to be located within hospital/medical/emergency agencies (3%), tribal agencies (2%), and educational agencies (2%). Of government-based agencies, the majority of VSPs were located within Prosecutor's Offices or law enforcement agencies. BJS published the statistical brief, [Victim Service Providers in the United States, 2017](#) and archived the [2017 NCVSP Public Use File \(PUF\) dataset](#) and accompanying documentation at the National Archive of Criminal Justice Data (NACJD).

Data collection for phase two of BJS's VSP collections, the National Survey of Victim Service Providers (NSVSP), was conducted between May 2018 and November 2019 ("2019 NSVSP"). The 2019 NSVSP sample was selected from the 2017 NCVSP frame using a single-stage stratified design to produce national estimates, state-level estimates for the 14 states with the largest number of VSPs, and subnational estimates based on geographical Census regions. The final NSVSP sample included approximately 7,200 VSPs to account for a high estimated ineligibility rate and low response rate. More details are available in the [NSVSP Office of Management and Budget \(OMB\) Information Collection Request \(ICR\) package](#). Approximately 18% of the agencies screened out as ineligible, and the response rate was 58%, resulting in a total of 3,300 completed surveys. A BJS publication on the NSVSP and PUF dataset are forthcoming, but the awardee of this solicitation will gain access to the 2019 NSVSP final data.

In planning for the second administration of the NCVSP, BJS will work with the recipient of this award to develop strategies to mitigate challenges identified in administering the 2017 NCVSP and 2019 NSVSP, including the following:

- 1. High ineligibility rates** –BJS expects there to be a high rate of ineligible agencies on the current NCVSP frame, and probably more ineligible agencies once it is updated for the 2022 NCVSP administration. Some change is the result of routine turnover in the operational status of VSPs, or changes in the structures of how VSPs are organized (i.e., programs or organizations might merge, or change the jurisdiction level for which they report data). Funding and policies governing funding can also contribute to turnover in the VSP field, including unprecedented high levels of victim services funding that led new agencies to seek and obtain funding in recent years, variation in the amount of funding available from year to year, which can result in some agencies gaining or losing funding, and federal policies that require agencies to spend or return funding within 3 years. However, some change in the NCVSP frame is also the result of this being a new collection. Although the response rate for the first NCVSP was high, the VSP status was not verified for many of the remaining 21% of eligible VSPs. In addition, responses on items that screen agencies into the NCVSP frame might be interpreted differently depending on the point of contact within the responding agency, which might lead to turnover in eligibility across administrations of the collection.
- 1. Consistency in items on agency structure and type** – The NCVSP instrument classifies VSPs within one of three structures (i.e., primary function, dedicated staff or programs, no dedicated staff or programs), and uses these classifications to exclude agencies without dedicated VSP programming from the frame. Also, these items are used to program the NCVSP instrument to ask about information at the agency level or program level (e.g., total agency staff or VSP program staff). Research is needed examining the validity and clarity of these classification items on the NCVSP instrument, and the degree to which classifications might vary depending on who completes the items. Additional research is also needed to examine the reliability and clarity of the items that define type of provider. The 2017 NCVSP instrument required each respondent to classify their agency first into one category of provider. Classifying entities into a discrete type can be challenging when an agency fits multiple definitions or types are defined too broadly (e.g. a nonprofit agency with a team of staff working in a law enforcement agency). BJS identified inconsistency in how VSPs categorized themselves between the 2017 NCVSP and 2019 NSVSP.
- 1. Clarity in unit reporting level** – The majority of VSPs report data for their local agency at the street-address level. However, some VSPs have expressed challenges related to the unit reporting level, particularly if they are a larger agency that has multiple programs to serve crime victims (e.g., a hospital might have a domestic violence program and a Sexual Assault Nurse Examiner program) or an agency that can report data for different levels of geography (e.g., at the street address in each city, or a regional office, or the headquarter/national office). BJS aims to further research and collect better data on the unit of reporting in the 2022 NCVSP.
- 2. Low response rates/Lengthy data collection** – VSPs have many competing priorities, and first and foremost their focus is on meeting victims' needs, meaning finding time for a survey can be challenging. Obtaining a high response rate for the NCVSP took significant time and resources. Data collection took place over a ten-month time period, and on average, agencies required 10 to 11 contacts. Those that still hadn't responded during the last stage of recruitment received an average of 15 phone calls. The NSVSP, which was a lengthier, more detailed survey and fielded over a shorter time period, had a relatively low (58%) response rate. The 2022 NCVSP administration plan will need to include an evidence-based, flexible strategy for securing a high response rate.

Goals, Objectives, Deliverables, and Timeline

Goals

The goal of this cooperative agreement solicitation is to select a data collection agent that will support BJS in the development and administration of the second (2022) NCVSP. Building on the 2017 NCVSP, the 2022 NCVSP will yield a first assessment of the NCVSP frame stability and work needed to update the frame, further refine the national picture of the VSP field, and provide longitudinal data on victim service provision and characteristics of VSPs. The selected data collection agent will work with BJS on all objectives related to the 2022 NCVSP collection, listed below.

Objectives

Working closely with BJS through this cooperative agreement, the recipient of funds will complete the following specific tasks:

1. **Conduct a thorough review of the 2017 NCVSP instrument to inform the development of the 2022 NCVSP instrument.** As one of the first tasks under this project, the recipient of these funds will conduct a thorough review of the 2017 instrument. BJS aims to develop a 2022 NCVSP instrument that strengthens problematic sections of the 2017 NCVSP instrument and captures current priority data needed to improve our understanding of victimization and victim services, while also providing comparable data from 2017 to 2022 on key measures. BJS intends to prioritize improving the instrument to ensure agencies are providing accurate data, so that over time changes in the NCVSP frame reflect true changes in the VSP field, rather than measurement challenges.

The [2017 NCVSP instrument](#) is available on the BJS webpage, and the [2017 NCVSP data file](#) is available at NACJD. BJS will also provide access to the 2019 NSVSP data and instrument to the awardee. Agencies included in the 2019 NSVSP completed a second round of key items that can be analyzed to examine measurement reliability.

In particular, BJS has identified three key areas of analysis focus: (1) items that categorize agencies as VSPs (i.e., they serve victims as the primary function or through dedicated staff and programs) and filter out non-providers from the VSP frame; (2) items that categorize agency by type of provider; and (3) items that identify the unit of analysis, for example whether the agency is reporting for the street address, a program or multiple programs within the agency, or a larger jurisdiction (e.g., a headquarter agency or field office). These items all affect the ability to produce a reliable, valid frame of VSPs, and ultimately results that will be comparable across different collection years. In addition, the funding items and the items asking for specific populations or crimes of focus from the 2017 instrument demonstrated poor validity, and BJS expects to replace those items with other priority content. The selected awardee will work with BJS and later the subject matter experts to ensure the instrument captures priority data elements related to victimization and service provision.

2. **Conduct frame development research, develop a plan for updating the NCVSP frame, and create the updated frame.** There is evidence to expect significant change in the VSP frame since the fielding of the last NCVSP in 2017. Some VSPs provided updated contact information when they participated in the 2019 NSVSP, but even that information will be a few years old. Between the 2017 NCVSP and the 2019 NSVSP, the ineligibility rate among sampled agencies in 2019 was 18%, suggesting significant differences in the frame within only a few years.

This second round of the NCVSP provides an opportunity to refine further the original frame and update the frame with agencies that began providing victim services in the past five years. BJS will provide the awardee with a complete list of all the agencies originally on the 2017 NCVSP initial roster, the final 2017 NCVSP roster, the agencies selected for participation in the 2019 NSVSP, and the final 2019 NSVSP list of eligible agencies. The awardee will work with BJS to develop a plan for updating the 2022 NCVSP frame, implement the plan, and produce a 2022 NCVSP frame for fielding the survey and a final, cleaned 2022 NCVSP frame upon completion of the project. This work will include updating the frame with recent data collected by BJS-funded surveys of prosecutor offices, police agencies, and hospitals that include an item asking about dedicated victim service staff, as well as updated lists of grantees from federal agencies (e.g., OVC, OVW) and other known lists of VSPs. The awardee will de-duplicate and integrate the newly identified agencies into the NCVSP frame. BJS and the awardee will determine the most viable method for verifying whether newly added agencies are eligible for the NCVSP, either in development work prior to fielding the survey or as part of the survey administration.

3. **Identify subject matter experts (SMEs) and coordinate process to solicit feedback on the 2022 NCVSP data collection.** The awardee will work with BJS to identify SMEs and key stakeholders to inform the development of the NCVSP instrument, review the data collection plans, and provide guidance on the best methods for communicating with and encouraging participation from the VSP field. BJS anticipates consulting with 10 to 12 experts with diverse experience in the victim services field covering all major areas of the NCVSP, including people who represent VSPs that are diverse in agency type (e.g., government, non-

profit, education, hospital, and tribal agencies), in the crime types for which they provide services, and in the populations they serve.

The recipient of funds will work with BJS to develop a plan for engaging the SMEs. The awardee, under BJS direction, will prepare a draft NCVSP instrument for review, draft all outreach materials, schedule all meetings to discuss feedback, and, provide BJS with consolidated notes from expert reviews. Meetings may consist of one-on-one or small-group interviews and take place via telephone or video conference. The recipient of funds should budget for two rounds of meetings and honoraria for SMEs, as needed for time spent preparing for consultations, participating in consultations, and any required follow-up.

4. **Conduct cognitive testing and usability testing of the NCVSP instrument.** Once a draft instrument has been developed, the instrument will go through two rounds of cognitive testing. Round two will provide an opportunity to test any revisions made to the instrument based on initial cognitive testing findings. BJS anticipates testing to be completed with approximately 60-75 VSPs so that testing results reflect the field's diversity in terms of agency type, agency size, and the types of services and populations agencies serve. Once the instrument is finalized and formatted for administration, the awardee will also conduct a small (9 to 15 VSPs) usability test to ensure the online and CATI instruments function as intended and are clear to VSPs.
5. **Prepare generic and full OMB packages and IRB protocols if necessary.** The awardee will collaborate with BJS to draft a generic OMB package that will cover the cognitive testing and the feasibility study, and the full OMB package that will cover the administration of the NCVSP to all VSPs. If required, the awardee will also draft IRB protocols to cover all research and administration of the collection.
6. **Revise and format the NCVSP instrument.** Based on the information gathered from the SMEs and the review of the instrument, the awardee will format the survey for administration. Like the past NCVSP, the survey will be web-based with an option for computer-assisted telephone interview (CATI) administration. The awardee will design a system for capturing metadata from both the CATI and online version of the instrument, for example, start date and time, completion date and time, response rates, and other variables determined by BJS. A paper survey will also be created, but it will be used only when necessary for a respondent to participate. Respondents will be encouraged to complete the survey online. In the 2017 NCVSP administration, approximately 86% of respondents completed the survey online and 14% via telephone. Only 11 agencies received a hard copy. BJS expects the final NCVSP instrument to be relatively short, administered in about 20 minutes.
7. **Plan and coordinate outreach to the victim service provider field.** With guidance from the SMEs, the awardee will develop an outreach plan that includes a timeline and diverse methods (e.g., webinars, podcasts, emails) for communicating with the VSP field. This will include direct outreach to the data providers as well as outreach to key stakeholders or agencies that are well-positioned to support the NCVSP.
8. **Administer the NCVSP to all agencies on the updated NCVSP frame.** The recipient of funds will work closely with BJS to implement the NCVSP to all VSPs across the nation. If the decision is made to verify agency eligibility prior to conducting the NCVSP, BJS expects to administer the survey to approximately 12,500 VSPs. If the screening for eligibility takes place as part of the survey administration, BJS anticipates inviting approximately 14,000-15,000 agencies to participate, of which approximately 12,500 will screen in as eligible VSPs and complete the full survey. The remaining 1,500-2,500 will be ineligible. Agencies that serve crime victims but do not have dedicated staff or programs will not be eligible to complete the survey because BJS does not capture the full universe of these providers.

The awardee will collaborate with BJS to develop all survey administration materials, including notification and invitation letters and emails, training materials for telephone interviewers and non-response follow up reminder calls, and a list of frequently asked questions for respondents. The awardee will also prepare and administer a non-response protocol that is adaptable (e.g., to increase the length of the fielding time to increase the response rate). The awardee will also monitor the data collection costs and participation rates and produce biweekly paradata reports for BJS. Paradata might include number of contacts by mode (telephone, mail, email); phase within the non-response follow-up protocol; time it takes to complete the survey; and response rates overall and by VSP type.
9. **Develop and implement a plan for imputation of missing data, and potentially a non-response bias analysis.** The awardee will develop these plans in conjunction with BJS and implement after BJS approval. The proposed plan should consider what was done in the 2017 NCVSP and areas of improvement for the 2022 NCVSP. The analysis plan will be modified iteratively as project progresses. If response rates are under 80%, the awardee will conduct and write up a robust non-response bias assessment that summarizes findings on non-response bias and recommendations of specific methods to address that bias.
10. **Prepare a clean, public-use NCVSP data file, a codebook, and documentation necessary for archiving at NACJD.** The recipient of funds will prepare the data for analysis by cleaning and verifying the accuracy of all data. BJS and the award recipient will then collaborate to determine the information that will be included in the public-use data file, which is anticipated to include administration variables (e.g., organizational name and address, mode of survey completion, and date of survey completion), all instrument item responses, and

additional variables calculated for particular types of analysis. The award recipient will deliver to BJS a clean, verified data file and documentation necessary to replicate variables calculated included in the data file. The data will be delivered in a commonly used statistical software package (SPSS, SAS, or Stata). The data file and codebook will meet the NACJD's standards and formatting requirements, and the awardee will work directly with the archive staff to answer questions and ensure that the data and documentation are sufficient.

11. **Prepare a final report summarizing the administration of the NCVSP, methodology, and how to analyze the data.** The awardee should plan for close coordination with BJS on this final report, which is expected to be a public document. The goal of this final report is to provide data users with the details of the project administration and information that will encourage use of the final data.
12. **Prepare all progress reports, financial reports, and other reports as requested by BJS and as documented in the award.**

In addition, the selected applicant will meet with BJS on a bi-weekly basis or as otherwise requested by the BJS program manager.

Deliverables

During the first year of this cooperative agreement, BJS and the selected award recipient will focus primarily on research and development tasks to update and ensure a complete NCVSP frame and strengthen the NCVSP instrument. Within the first six months of the award start date, the awardee will conduct a review of the 2017 NCVSP instrument, including an analysis of potentially problematic variables and key missing constructs, and produce a report summarizing the findings and recommendations for instrument revisions (**deliverable 1**). During this same time period, BJS and the awardee will work together to finalize a list of SMEs (**deliverable 2**) and begin planning for SME consultations. Materials for the consultations will include at least an agenda (**deliverable 3**) outreach and logistical coordination with SMEs (**deliverable 4**), a draft of the 2022 NCVSP instrument for SME review (**deliverable 5**), and a draft VSP outreach plan for SMEs' review (**deliverable 6**). The awardee will also arrange payment for SMEs (**deliverable 7**). BJS expects the expert consultations will begin around month seven of the project, with a second round to follow once testing is complete, and the awardee will provide consolidated, written notes from meetings within a month (**deliverable 8**).

Based on information gathered through SME consultations, BJS and the awardee will make another round of modifications to the NCVSP instrument and prepare to cognitively test the instrument. The awardee will draft the cognitive testing administration materials (including a testing protocol and script, all communication with selected entities, and the NCVSP instrument; **deliverables 9, 10, and 11**), and prepare a generic clearance OMB package to cover cognitive testing and the future usability testing (**deliverable 12**). Once testing is complete, the awardee will prepare a summary report on the findings, including a discussion of the impact on any instrument revisions on the ability to make comparisons to the 2017 NCVSP data (**deliverable 13**) and format the NCVSP instrument for telephone, online, or hard-copy administration (**deliverable 14**). Prior to administration of the instrument, BJS and the awardee will prepare materials for and conduct a small usability test to ensure both that the programmed online instrument and telephone script are clear and functional for respondents (**deliverable 15**). A summary of the findings and the final NCVSP instrument will be delivered to BJS around month twelve of the project (**deliverable 16**).

Over the first year of the project, the awardee will also conduct NCVSP frame development research and develop a plan for updating the NCVSP roster (**deliverable 17**), including collecting contact information, integrating, and de-duplicating new VSPs funded by OVC and OVW, VSPs identified in BJS collections, and other identified agencies likely to be serving victims. The awardee will prepare an NCVSP frame for data collection (**deliverable 18**) and deliver to BJS a clean NCVSP frame database, with all of the up-to-date contact information at the end of the project (**deliverable 19**).

The implementation of the NCVSP using the full frame of VSPs will take place in years two and three of this award. Working with BJS, the award recipient will draft all the NCVSP administration communication materials (**deliverable 20**), including the notification and invitation emails and letters to VSPs, reminder communication, and phone scripts. At the same time, BJS and the awardee will collaborate to write the full OMB clearance package for administration of the NCVSP (**deliverable 21**). BJS intends to submit the 60-day federal registry notice around month 13 of the award and the 30-day notice around month 15 of the award, at which time the full OMB package will be completed. Close to the launch of the NCVSP, BJS and the awardee will begin implementing the outreach plan, including a virtual presentation announcing the launch and importance of the NCVSP to the VSP field (**deliverable 22**).

BJS anticipates beginning data collection around month 17 or 18 of the award, early in the 2022 calendar year (February or March). The NCVSP is expected to be in the field at least 6 months, with potential for increasing the fielding period to ensure a high response rate, which is necessary for cleaning and defining the NCVSP frame. Over the course of data collection, the award recipient will provide BJS with bi-weekly production reports that include paradata monitoring the indicators of cost, participation, and data quality and completeness (**deliverable 23**). Upon finishing data collection, the awardee will produce plans for imputation of item-level and agency-level missing data for BJS review and approval (**deliverable 24**). Once imputation plans have been approved, the awardee will deliver a pre-processed data file that includes all variables collected; a clean public-use data file that includes all final variables of interest; a final codebook in the format required for archiving at the NACJD; a crosswalk to the 2017 NCVSP instrument; and a final report summarizing the administration of the NCVSP, key methodology, and examples of code or syntax (e.g. SPSS, SAS) for data users to conduct basic data analysis (**deliverables 25, 26, 27, and 28**). The awardee will also deliver to BJS the final NCVSP frame data file with up-to-date contact information for all respondents (**deliverable 29**).

Over the course of the project, the recipient of funds will provide all routine grant monitoring reports (**deliverable 30**),

including progress reports, financial reports, and other documentation that might be requested during award review or monitoring.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under Application and Submission Information.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

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

Federal Award Information

Awards, Amounts and Durations

Anticipated Number of Awards

1

Anticipated Maximum Dollar Amount of Awards

\$2,100,000.00

Period of Performance Start Date

10/4/21 12:00 AM

Period of Performance Duration (Months)

36

Anticipated Total Amount to be Awarded Under Solicitation

\$2,100,000.00

Continuation Funding Intent

BJS may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP’s strategic priorities, a recipient’s overall management of the award, and progress of award funded work, when making continuation award decisions.

Availability of Funds

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Types of Awards

BJS expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#).

Financial Management and System of Internal Controls

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

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) information on Pre-agreement Costs (also known as Pre-award Costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) information on Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Eligibility Information

Eligibility (Who may apply):

- Public and State-controlled institutions of higher education
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- Small businesses

To advance Executive Order 13929 Safe Policing for Safe Communities, as of October 28, 2020, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be allocated FY 2021 DOJ discretionary grant funding, as either a recipient or a subrecipient. For detailed information on this new certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO>.

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

BJS will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

Application and Submission Information

The following application elements **MUST** be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding:

- Proposal Abstract,
- Proposal Narrative,
- Budget Worksheet and Budget Narrative (web-based form).

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

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

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

In Section F of the SF-424, please include the name and contact information of the individual who will complete application materials in JustGrants. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

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.”)

Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, applicants will need to: add zip codes for areas affected by the project; confirm their Authorized Representative; and verify the organization's legal name and address.

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants Web-based form.

Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 25 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJS may negatively consider such noncompliance in peer review and in final award decisions.

The following sections must be included as part of the proposal narrative:

a. Description of the Issue OR Statement of the problem if research is involved

Describe why this project is important, and how the results of the NCVSP collection will contribute meaningful data on victimization and victim services. Demonstrate a thorough understanding of the victim services literature and field, especially the diversity of the types of entities serving victims, and show knowledge of current priority data needs. Demonstrate an understanding of the technical needs and awareness of key aspects of the VSP field that might present challenges for data collection.

b. Project Design and Implementation

Demonstrate expertise in administration of national collections, and provide a plan for conducting SME consultations, finalizing the NCVSP instrument, and administering the instrument to the full VSP frame. Demonstrate expertise in methodology and a deep knowledge of the VSP field needed to enhance the VSP frame, including understanding of the key national lists that will need to be integrated into the current frame and cost-efficient, rigorous de-duplication methods. Provide a draft plan for determining eligibility for agencies added to the NCVSP frame for the first time. Demonstrate clear understanding of the need to develop administration protocols that screen for eligibility and account for potential duplicate agencies during data collection. Discuss strategies for securing a high response rate for the NCVSP, and describe potential solutions to challenges that might arise during data collection. Provide plans for imputation of item and agency-level missing data and cleaning and preparing data for analysis. Provide an innovative outreach plan that will assist in securing a high response rate.

Append a proposed project timeline (Gantt chart) with expected milestones and level of staff effort for each phase of the work that corresponds with the goals, objectives, and deliverables articulated in the solicitation. Build in time for research and development work on the frame and instrument, SME consultations, cognitive testing of the NCVSP, and OMB approval prior to administration of the NCVSP collection.

c. Capabilities and Competencies

Describe the capabilities and competencies to accomplish the goals and objectives of the project. Describe a proposed staffing plan and demonstrate that the project team has relevant qualifications, including subject expertise, strong connections within the victim services field, strong project management skills, and methodological and statistical expertise to carry out the NCVSP. Clearly specify the role and responsibilities of each proposed staff. Demonstrate the capability to successfully administer a survey of this size and scope, ultimately securing a high response rate and producing a final data file and summary report that meets the project goals.

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

Describe the process for measuring project performance. Identify who will collect the data; who is responsible for performance measurements; and how the information will be used to guide and evaluate the impact of the project. Describe the process to accurately report data.

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

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables."

Applicants can also visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Award recipients will be required to submit a semi-annual performance report in JustGrants. Further guidance on the post-award submission process will be provided, if selected for award.

Note on Project Evaluations

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

Goals, Objectives, Deliverables, and Timeline

Applicants will submit the project's goals, objectives, deliverables, and timelines in the JustGrants Web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

Indirect Cost Rate Agreement (if applicable)

Applicants will submit their indirect cost rate agreement by uploading the agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management Questionnaire (including applicant disclosure of high-risk status)

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Disclosure of Process Related to Executive Compensation

If applicable, applicants will submit a description of the process used to determine compensation by uploading the document as an attachment in JustGrants. See the "Application Attachments" section of the [OJP Grant Application Resource Guide](#) for information.

Additional Application Components

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

Human Subjects Protection

Human Subjects Protection Certification of Compliance. BJS requires the funding recipient to submit proper documentation certifying that the research project meets the federal requirements for human subjects protections set forth in 28 CFR Part 46. Applicants should complete the Human Subjects Protection Certification of Compliance form, available at www.bjs.gov/content/hscr.cfm. Applicants should attach the completed certification form in JustGrants.

Privacy Certificate

The Privacy Certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person, which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable information. Applicants must specify in the Privacy Certificate the specific controls used to safeguard directly identifiable information against unauthorized disclosure. All project staff, including information technology personnel, subcontractors, and/or consultants, with access to identifiable data collected in conjunction with the BJS-funded activities are required to sign a Privacy Certificate to affirm their understanding of and agreement to comply with the terms of access and privacy requirements. Award recipients are responsible for maintaining an updated list of individuals with access to identifiable information and for ensuring that new staff who gain access to such information during the project period sign a Privacy Certificate. A model certificate is located at www.bjs.gov/content/pub/pdf/bjsmpc.pdf. Applicants should attach the completed Privacy Certificate in JustGrants.

Disclosures and Assurances

Applicants will complete the following disclosures and assurances.

Disclosure of Lobbying Activities

Applicants will complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

See the DOJ Certified Standard Assurances in the [OJP Grant Application Resource Guide](#).

Applicant Disclosure of Duplication in Cost Items

Applicants will complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. See [OJP Grant Application Resource Guide](#).

How to Apply

Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Applicants will submit the **full application** including attachments in JustGrants at JustGrants.usdoj.gov.

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

Submission Dates and Time

The **SF-424** and the **SF-LLL** will be submitted in Grants.gov by 11:59pm on June 14, 2021. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.

The **full application** will be submitted in JustGrants by 11:59pm on June 28, 2021.

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers. Applications will be evaluated on how the proposed project/program addresses the following criteria:

1. Statement of the Problem/Description of the Issue (20%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (40%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (20%) - evaluate administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (15%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Additional Review Criteria

Other important considerations for BJS include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to addressing specific challenges that rural communities face, high-poverty areas or persistent-poverty counties, demonstrable potential enhancement to public safety in one or more federally designated Qualified Opportunity Zones), available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (Web-based Form) accurately explain project costs that are reasonable, necessary, and

otherwise allowable under federal law and applicable federal cost principles.

Review Process

Applications submitted under this solicitation that meet basic minimum requirements, will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the stated review criteria above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting peer review. 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 necessary to meet the basic minimum requirements.

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

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

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

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

Federal Award Administration Information

Federal Award Notices

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

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

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

Information Technology (IT) Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the Program Description section, any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

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

Federal Awarding Agency Contact(s)

For OJP contact(s), see page 1.

For contact information for Grants.gov, see page 1.

Other Information

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

See the [OJP Grant Application Resource Guide](#) for information on Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

Performance Measures

<u>Objective</u>	<u>Performance Measure(s)</u>	<u>Data Recipient Provides</u>
Conduct a thorough review of the 2017 NCVSP instrument to inform the development of the 2022 NCVSP instrument	Number of deliverables completed in a timely manner based on agreed upon project schedule	Report summarizing notes from the meeting and recommendations for instrument revisions Conference costs reporting form
Conduct frame development research and develop a plan for updating the VSP frame	Number of deliverables completed in a timely manner based on agreed upon project schedule	Final frame of VSPs with updated contact information
Identify SMEs and coordinate process to solicit feedback on the 2022 NCVSP data collection	Type of agencies/organizations represented	Agenda and materials for consultations Revised NCVSP instrument and outreach plan
Cognitively test the NCVSP instrument and format the final instrument	Number of deliverables completed in a timely manner based on agreed upon project schedule	Final NCVSP instruments
Prepare OMB packages and IRB protocols	Number of deliverables completed in a timely manner based on agreed upon project schedule	Draft OMB packages, IRB as needed
Plan and coordinate outreach to the VSP field	Subject matter experts consulted	Final outreach plan Outreach materials
Administer the NCVSP to the full frame of VSPs	Provide survey design and data collection plan that meets expectations and allows for generation of key estimates Overall response rate of 80% or better Collection of paradata for each potential respondent	Survey administration materials Accurate and on-time biweekly paradata reports during data collection Number of VSPs contacted and number completed the census
Develop and implement a plan for imputation	Successful implementation of plan with final data file Number of deliverables completed in a timely manner based on agreed upon project schedule	Memo detailing plans If response rates are below 80%, report detailing findings from non-response bias analysis
Prepare a clean, public-use NCVSP data file and all corresponding documentation	Percent of respondent records in dataset that are complete and accurate	Number of records in dataset that are complete and accurate Number of records in dataset Codebook and other documentation on the public data file, including names, legitimate values, value labels, and calculations used to create the variables
Prepare a final report	Final report with a comprehensive overview of the project	Final report

Application Checklist

National Census of Victim Service Providers (NCVSP)

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

What an Applicant Must Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov
- Select the correct Competition ID [insert if applicable]
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2021 Awards](#)” in the [OJP Funding Resource Center](#).

Scope Requirement:

- The federal amount requested is within the allowable limit(s) of *[insert dollar amount]*.

Eligibility Requirement: [Include bulleted eligibility list from the solicitation.]

- Submit **SF-424** and **SF-LLL** in Grants.gov

After SF-424 and SF-LLL Submission in Grants.gov, Receive Grants.gov Email Notifications That:

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

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

- Contact BJS (or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](#), or email at support@grants.gov) regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Receive email notification to complete application in JustGrants:

- Complete Application in JustGrants

Content of Application Submission:

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet including Narrative (Web-based Form) (see [OJP Grant Application Resource Guide](#))

Content of Application Submission continued

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Intergovernmental Review [insert if applicable]
- Standard Applicant Information (SF-424 info from Grants.gov)
- Proposal Abstract
- Proposal Narrative [*PO may insert any additional requirements outlined in the Program Proposal section, as applicable.*]

Budget and Associated Documentation

- Budget Worksheet and Budget Narrative (Web-based form)
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation [*insert if applicable, consult with OGC*]

Additional Application Components

- Tribal Authorizing Resolution (if applicable) [insert if applicable] (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity [insert if listed in the solicitation] (see [OJP Grant Application Resource Guide](#))
- Documentation of rural challenges (if applicable)
- Documentation of high-poverty or persistent poverty counties (if applicable)
- Documentation of enhanced public safety in federally designated Qualified Opportunity Zones (if applicable)

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (Pending Applications) (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurance (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification - DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

Submit Application in JustGrants:

- Application has been successfully submitted in JustGrants

If No JustGrants Application Submission, Validation, or Error Notifications are Received:

- Contact JustGrants.Support@usdoj.gov or 833-872-5175 regarding technical difficulties