

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



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is seeking applications for the National Victimization Statistical Support Program (NVSSP), a project to support BJS' statistical methodology, research, analyses, and reporting on criminal victimization statistics. As the Department's principal federal statistical agency, BJS is responsible for the collection, analysis, publication, and dissemination of statistics 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 by establishing support to identify and address the most pressing challenges confronting crime and victimization data collection.

National Victimization Statistical Support Program

Applications Due: July 24, 2017

Eligibility

Eligible applicants are national, regional, state, or local private entities, including for-profit and nonprofit organizations (including tribal for-profit and nonprofit organizations), faith-based and community organizations, and federally recognized Indian tribal governments as determined by the Secretary of the Interior that support initiatives to improve the functioning of the criminal justice system. For-profit organizations (as well as other recipients) must forgo any profit or management fee.

BJS welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients ("subgrantees").¹ The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. All applications are due by 11:59 p.m. eastern time on July 24, 2017.

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

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

validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

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

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

Contact Information

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

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

For assistance with any other requirements of this solicitation, contact Grace Kena, BJS Statistician, by telephone at 202-307-0765, or by email at askbjs@usdoj.gov. Include “NVSSP” in the subject line.

Grants.gov number assigned to this solicitation: BJS-2017-11480

Release date: June 22, 2017

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National Victimization Statistical Support Program (CFDA# 16.734)

A. Program Description

Overview

The Bureau of Justice Statistics (BJS) seeks an agent to implement the National Victimization Statistical Support Program (NVSSP) project, which is designed to provide scientific and technical support for statistical and methodological research, statistical analyses, documentation, and dissemination related to BJS work on crime and victimization. Specifically, the NVSSP will support general methodological research related to improving the utility and cost effectiveness of BJS's National Crime Victimization Survey (NCVS), including the continued development of the NCVS subnational estimation program; efforts to improve the efficiency of the survey mode and sample design; efforts to enhance the ability to measure emerging crime trends and other issues related to contact with and use of the criminal and civil justice system; and continued research on improving the measurement of sensitive crime types and topics, including rape, sexual assault, and intimate partner violence. BJS intends to fund the NVSSP project through a cooperative agreement for a 3-year period.

Statutory Authority: BJS is authorized to issue this solicitation under 42 U.S.C. § 3732(c).

Project-Specific Information

The [NCVS](#) is the nation's primary source of information on criminal victimization, including crimes reported to the police and those not reported to the police. The survey is administered on a continuous basis to a sample of noninstitutionalized persons age 12 and older that is both nationally representative and, as of 2016, representative of the 22 largest states. It collects a wide array of information on the frequency, characteristics, and consequences of criminal victimization in the United States and enables BJS to generate estimates on the incidence and prevalence of victimization by rape, sexual assault, robbery, assault, theft, household burglary, and motor vehicle theft for the noninstitutionalized population as a whole and for various population subgroups.

Since 2008, BJS has engaged in efforts to assess the design and operations of the NCVS. Among the goals of these efforts have been to improve the reliability of estimates from the survey, develop feasible options for producing subnational estimates of crime, establish a responsive and adaptive collection approach to provide in-depth data about specific categories of crime and measuring new crime types, improve measurement of various crime types, and implement a more responsive, cost-effective model for survey administration.

BJS's work in these areas has been informed by an expert panel study carried out by the National Research Council of the National Academies to review the survey's methodology and provide guidelines for options for redesigning the NCVS. The Committee on National Statistics (CNSTAT) panel's recommendations are contained in two volumes:

1. [Surveying Victims: Options for Conducting the National Crime Victimization Survey](#) (National Research Council 2008)

2. [Ensuring the Quality, Credibility, and Relevance of U.S. Justice Statistics](#) (National Research Council 2009)

In response, BJS initiated several large research projects, detailed on the [BJS website](#), to address the CNSTAT panel's recommendations on survey response rates, data collection modes, instrument design, and subnational estimation. Among them, BJS implemented changes to interviewer performance metrics and training; modified the NCVS sample design to generate direct victimization estimates for the largest 22 states; initiated several projects assessing the measurement of rape and sexual assault; and awarded a cooperative agreement for the NCVS Instrument Redesign and Testing Project to support the activities associated with the 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.

Additionally, in 2011, BJS initiated a competitive award for the initial NVSSP. The project was designed to provide scientific and technical support for statistical and methodological research, statistical analyses, documentation, and dissemination in support of BJS's efforts related to the redesign of its NCVS; enhance BJS's statistical reporting program from the NCVS and other federal data on criminal victimization; and support BJS efforts to use the NCVS to inform its future decisions about the design and content of its victimization statistics program. The initial solicitation also outlined a series of tasks to be carried out through the NVSSP, including implementing a statistical research agenda, producing statistical tabulations, compiling data from other relevant sources, and developing a data dissemination strategy.

Since the commencement of work in 2012, the NVSSP has carried out a broad range of projects. In the area of methodological research, the NVSSP has engaged in efforts including—

- assessing the optimal number of interview waves in the NCVS (<https://www.bjs.gov/content/pub/pdf/doniwpsancvs.pdf>)
- examining the use of the bounding adjustment for wave 1 interviews and the impact of telescoping and fatigue on victimization estimates (<https://www.bjs.gov/index.cfm?ty=tp&tid=91>)
- developing an optimal approach for imputing missing household income values (<https://www.ncjrs.gov/pdffiles1/bjs/grants/248563.pdf>)
- assessing the current NCVS approach to variance estimation, and the implications and feasibility of using alternative approaches (<https://www.bjs.gov/content/pub/pdf/edveercincvs.pdf>; https://www.bjs.gov/content/pub/pdf/NCVS_Variance_User_Guide%2011.06.14.pdf; https://www.bjs.gov/content/pub/pdf/GVF_Users_Guide.pdf)
- examining issues related to the interviewing of juveniles (<https://www.bjs.gov/index.cfm?ty=tp&tid=91>).

To better understand issues related to the measurement of sexual assault within a high-risk population, the team developed and administered the [Campus Climate Survey Validation Study](#) (CCSVS). The NVSSP also kicked off a pilot project to assess the overlap between victimization and offending and NCVS undercoverage among known offenders; initiated the development of a homicide research program focused on improving and disseminating data on homicide; and developed an approach for linking data from the NCVS and its predecessor survey, the National Crime Survey, to allow for the examination of crime trend data over a 40-year period (<https://www.bjs.gov/index.cfm?ty=tp&tid=91>).

The NVSSP has also undertaken several projects in the area of subnational development and estimation. The team assessed the representativeness of variables on the public-use data file for generating estimates of crime based on generic areas or areas that are categorized by certain characteristics (e.g., urban areas with a population of 1 million or more in the Northeast) (<https://www.bjs.gov/content/pub/pdf/acrsgincvspuf.pdf>), developed an approach for reweighting the NCVS sample in large states and metropolitan statistical areas (MSAs) to produce victimization estimates for years prior to the 2016 sample boost, generated state-level estimates of school crime in the seven largest states, and worked to update the NCVS MSA public-use file to include data through 2014. In addition, the team initiated multiple comparisons of the estimates and standard errors produced through the various approaches BJS uses to generate subnational estimates, including the direct sample boost, small area estimation, reweighting approaches, and the generic area approach. The NVSSP team also obtained Special Sworn Status through the Census Bureau and works closely with BJS and Census on issues related to NCVS weighting and general data processing.

Goals, Objectives, and Deliverables

BJS continues to envision the NVSSP as being complementary to and directly supportive of larger NCVS redesign and general survey efforts and to the regular, annual core functions related to statistical analyses, report writing, and documentation. The goal of this program is to support general methodological research related to improving the utility and cost effectiveness of the NCVS. Through the NVSSP, BJS intends to achieve the following objectives: (1) enhance the capabilities of the NCVS to address key current and emerging substantive issues in criminal victimization and to better understand the limitations of the current design for addressing these issues; (2) enhance BJS's capacity to use the NCVS and other statistical collections to report and disseminate information on key policy issues in criminal victimization; and (3) enhance the use of the NCVS by the broader research and stakeholder communities as well as the general public.

The NVSSP will assist BJS in its efforts to increase the utility and value of the NCVS, both internally and externally, and assist BJS with further developing its robust statistical research program in criminal victimization. The primary tasks related to achieving these objectives include the following:

- 1) Devise and implement a statistical research agenda, to include—
 - a) general methodological research related to improving NCVS estimates and their utility
 - b) general substantive research related to the NCVS
 - c) work to identify external research affiliates and facilitate their involvement in expanding and implementing the NVSSP statistical research agenda
- 2) Conduct research on relevant considerations for a potential, future sample redesign to take advantage of a web-based, self-administered instrument for a more efficient and effective design
- 3) Enhance the NCVS subnational estimation program
- 4) Develop and test an NCVS supplement on the need for, access to, and use of civil legal aid
- 5) Assist BJS with implementing improved measures of sensitive crimes in the NCVS
- 6) Assist BJS and the Census Bureau as needed with efforts related to the annual production of NCVS data including weighting, sampling, as well as the implementation of the redesigned survey instrument and mode into the existing NCVS framework

- 7) Assess the impact of adopting recommendations from the National Academy of Sciences Modernizing Crime Statistics panel, which are slated for release in the summer of 2017
- 8) Produce routine statistical tabulations from the NCVS and respond to requests for routine statistics.

Applicants responding to this solicitation should be cognizant that the BJS NVSSP project director and other BJS staff will be actively involved in all aspects of the project. To the extent possible, applicants should also clarify the roles they propose for NVSSP 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 NVSSP goals and objectives.

Project Tasks for the NVSSP

The specific tasks are outlined and described in the scope of work for the NVSSP, which follows.

Task 1: Devise and implement statistical research in support of BJS's research agenda.

This task outlines the activities to support the development, production, and dissemination of high-quality, timely, and reliable statistical reports on victimization topics, with relevance to the needs of BJS, policy makers, researchers, and other stakeholders. BJS intends to undertake statistical research through the NVSSP, and applicants should describe how they intend to meet this research agenda, which includes, but is not limited to, the following:

- a. General methodological research related to improving NCVS estimates and their utility
- b. General substantive research related to the NCVS
- c. Expanding the cadre of NCVS researchers by identifying external research affiliates and facilitating their involvement in expanding and implementing the NVSSP statistical research agenda.

Work in these areas will primarily result in the development of research products and will be accomplished through some of BJS's existing product platforms, namely BJS statistical research and development (R&D) reports, topical reports, issue briefs, working papers, and new and emerging product platforms such as infographics, data visualizations, and data dashboards. These products are described more fully below. For the majority of NVSSP work, especially specific projects initiated at the request of BJS to fulfill a specific need, BJS intends the initial research product to be released through the BJS product lines. BJS is amenable to the NVSSP agent pursuing other outlets for publishing and disseminating research undertaken through this project, such as peer-reviewed journals, other external publications, and conference presentations. To the extent that opportunities arise for external dissemination, the use of project funds for such efforts will be contingent on demonstrated value to BJS.

1a. General methodological research related to improving NCVS estimates and their utility

This activity will build upon work done under the current NVSSP, such as those items highlighted above under the Project-Specific Information section.

Examples of other specific topics that could be addressed under this task include—

- estimating harm to victims of crime and assessing the capacity and limitations of the NCVS for estimating social costs of crime

- generating annualized crime rates from 3, 6, and 9 months of NCVS data for the purpose of producing reliable, early, and timely statistics on annual crime rate
- understanding subnational differences in the level and types of crime captured through the NCVS versus the Uniform Crime Reporting (UCR)
- attribute-based assessing of changes in crime over time;
- assessing options for examining repeat victimization and the contribution of repeat victims to crime rates;
- bridging privacy and ethics concerns with enhancing the coverage in the NCVS of different demographic populations including juveniles, certain group quarters populations, and smaller segments of the population such as American Indians and Alaska Natives;
- enhancing the body of NCVS technical documentation and materials to assist users with common data challenges and considerations.

In general, the topics above also have substantive content and may not be pure methodological pieces. Each of the listed topics also can inform the longer-term and ongoing NCVS redesign issues by providing information on the capacity of the current design and the types of changes that may need to be made to address issues such as these with the future NCVS. The above list is designed to give applicants a sense of the type of work that could be commissioned under this cooperative agreement and is not exhaustive.

The NVSSP should plan to implement a statistical R&D agenda that results in the production of methodological reports and other relevant products such as data dashboards. The specific topics and content for each report or product will be determined jointly by BJS and the NVSSP. BJS will maintain final decision-making authority for all research projects conducted to meet this objective. These empirical research products will address substantive and methodological issues in criminal victimization that inform the ongoing operations and design of the NCVS, using other data on criminal victimization as appropriate.

BJS R&D products must follow BJS data quality standards, which are outlined at www.bjs.gov/content/dataquality/dataquality.cfm. The applicants will be required to deliver data sets, as applicable; text; data for tables and figures; documentation that computer programs have been verified; text-to-table verifications; and .csv files with final versions of data that appear in tables and figures. NVSSP staff will work with BJS staff in the editing, production, and archiving of the report. NVSSP staff should also plan to work with the BJS production staff to meet reporting standards. This process will include revising text, tables, and estimates when appropriate. NVSSP staff members will work with BJS staff to archive all products and supporting technical documentation.

1b. General substantive research related to the NCVS

Substantive research is of great importance to BJS and the NCVS contains a wealth of data that could be analyzed to meet an array of stakeholder needs, including policy makers and the general public. The NVSSP will assist BJS with producing topical content to support the enhancement of its substantive research program.

The NVSSP should plan to work jointly with BJS on reports in the BJS product line, which is evolving to accommodate different types of reports that can address specific needs. The line includes, for example—

- 1) BJS bulletins, which provide a “first cut” of a newly completed collection and report the “latest” statistical information about a topic. Examples of BJS bulletins include—
 - [*Criminal Victimization, 2015*](#)
 - [*Victims of Identity Theft, 2014*](#)
- 2) BJS special reports, which address particular issues in more depth than the bulletins. Examples of BJS special reports include—
 - [*Co-Offending Among Adolescents in Violent Victimizations, 2004–13*](#)
 - [*Household Poverty and Nonfatal Violent Victimization, 2008–2012*](#)
- 3) Patterns and trends reports, which identify and describe trends in key variables by focusing and decomposing them into component parts that help explain the trends. The content of this report type is evolving, but examples of reports that give indications of how BJS views the patterns and trends include—
 - [*Indicators of School Crime and Safety 2015*](#) (prepared jointly with the National Center for Education Statistics (NCES), e.g., indicators 2, 3, 8)
 - [*Rape and Sexual Assault Among College-age Females, 1995-2013*](#)
- 4) Issue briefs that focus on a specific topic that is timely or newsworthy and provides data to help inform the public’s understanding of the issue. An example of an issue brief includes—
 - [*The Nation's Two Crime Measures*](#)
- 5) Working papers are designed to encourage discussion, promote the sharing of relevant findings and knowledge in a timely manner, contribute to scholarly debate, solicit constructive feedback on the research, and inform continuing work in the topic area. An example of a working paper includes—
 - [*Interviewing Conditions in the National Crime Victimization Survey, 1993–2013*](#)

BJS envisions that its staff will work jointly with NVSSP staff to produce topical reports for release as BJS products. In practice, BJS and NVSSP staff will work collaboratively to propose topics, develop an abstract and outline of research questions and potential table shells for a report, obtain final approval from the NVSSP project director to move forward with research, develop a schedule and time frame for producing reports, and take steps to adhere to the schedule. NVSSP staff should also expect to assist with the presentation of research findings to the BJS front office and to receive and address BJS senior staff comments on drafts of reports.

During the course of this project, BJS expects that the NVSSP will participate in producing at least three topical reports per year. For planning purposes, applicants should consider a topical report to be 12-16 pages in length with 12-15 tables or a combination of tables and figures. In practice, BJS will consider two longer reports to be equivalent to four to six shorter ones (e.g., 2-4 pages in length), and depending upon BJS’s needs, BJS may require a combination of reports of different lengths.

For some BJS products such as the issue briefs, the NVSSP may be called upon to produce or contribute to a report with a relatively short turn-around time of less than 2 months. This means that from concept to delivery of final tables, text, and accompanying documentation, the NVSSP will need to organize work processes to meet these short time frames.

In addition to producing topical content through the traditional product lines, the NVSSP should incorporate innovative and modern product types to accompany the existing products for the

timely dissemination of NCVS data to a broader audience. The recipient of funds should work to expand the audience for NCVS data and increase its accessibility and visibility for persons outside of traditional criminology circles. The NVSSP should identify specific groups with a potential interest in and use for NCVS data (including, but not limited to, media outlets, students, victim advocacy groups) and devise targeted approaches to increase awareness of the data's utility through the use of user-friendly products such as infographics, data visualization tools, and social media to announce or succinctly describe topical content. These efforts will be conducted in conjunction with BJS statisticians to ensure the scientific rigor of information being conveyed and with BJS Information Technology (IT) staff to ensure compliance with standards related to the development of data analysis tools and the BJS web platform.

1c. Work to expand the cadre of NCVS researchers by identifying external research affiliates and facilitating their involvement in expanding and implementing the NVSSP statistical research agenda

With the NCVS being the primary source of national-level information on the nature of criminal victimization incidents, many prominent experts in the field have used NCVS data to conduct research on an array of topics. These reports, journal articles, papers, and presentations have greatly enhanced the knowledge base on criminal victimization statistics and many relevant methodological issues. BJS now intends to build upon this work and expand the research platform of the NCVS.

The NVSSP agent will recruit and manage a set of subject-matter experts, policy analysts, and researchers that are external to BJS and the NVSSP organization to develop and produce BJS topical reports in an effort to enhance the criminal victimization reporting program at BJS, to include the NCVS and other related data. These efforts will serve to broaden the topical coverage of the NCVS data and increase the productivity of the NVSSP. In addition to recruiting established researchers who are familiar with the NCVS, the goal of this task is to cultivate newer faculty members and researchers with expertise outside of criminology who demonstrate the capacity to reliably analyze NCVS data. This recruitment effort can involve researchers from other fields, such as public health, gerontology, psychology, and education.

Task 2: Conducting research on relevant considerations for eventually moving the NCVS to a fully self-administered collection

In view of cost concerns and the desire for improvements in measurement and reporting, many statistical agencies are adapting or considering changes to the administration mode for their surveys. The instrument redesign efforts that are currently underway (https://www.bjs.gov/content/pub/pdf/ncvsirtp_sol.pdf) involve the updating of the survey instrument, the development of a web-based, self-administered design (as opposed to an initial in-person interview with in-person or telephone follow up), and a shift away from the current core-supplement model for the NCVS to a modular approach. However, the instrument redesign work is being conducted within the framework of the current NCVS address-based cluster sample and longitudinal panel design. The redesign assumes the presence of an interviewer for some portion of the contact with persons in sampled households and multiple mode options when self-administration is not preferred by or not possible for respondents.

In the longer term, the presence of interviewers may no longer be necessary or cost effective. Therefore, BJS tasks the NVSSP to explore potential merits and implications of implementing different sampling options for the NCVS that would allow a move toward a more fully self-administered collection. In accordance with the National Research Council (2009)

recommendation (*Recommendation 4.1: BJS should carefully study changes in the NCVS survey design before implementing*), BJS must carefully weigh all of the relevant considerations involved with such design modifications, hence the more measured, phased approach to its efforts in these areas. The NVSSP will conduct research to examine alternative sample design options to maximize the cost and sample efficiencies of a fully self-administered, web-based NCVS without compromising data quality.

The research will result in a series of options for a robust sample design that is expandable, collapsible, and sustainable. The research should consider factors such as design effects, coverage issues, cost, sample sizes, nonresponse bias, and the precision of national and subnational key estimates, including those for difficult-to-measure crimes and for various demographics of the population. Other potential considerations include moving from a longitudinal to a cross-sectional design, sampling a single person per household as opposed to all eligible members of a household, increasing the age of eligible respondents from ages 12 and older to 18 or older, and moving from an address-based to person-based sampling frame. The research should not be constrained by the existing NCVS sample design and it is feasible that developed options would result in a break in series. The research should present the advantages and disadvantages of different design options and provide a recommendation and justification for a preferred approach.

To help inform this task, the recipient of funds should conduct a comprehensive evaluation of other models from the federal statistical system and private and other survey efforts that are relevant and applicable in the criminal victimization context. For instance—

- The National Survey of College Graduates uses the American Community Survey (ACS) as its sampling frame:
https://ww2.amstat.org/sections/srms/proceedings/y2011/Files/302332_68268.pdf.
- Through the NCVS Companion Study, BJS examined the use of a mailed survey with an address-based sample design: https://bjs.gov/content/pub/pdf/ncvs-cs_prr.pdf.
- The Program for the International Assessment of Adult Competencies uses the Census Population Estimates and the Census Summary File updated with data from the U.S. Postal Service as its sampling frame:
http://www.oecd.org/skills/piaac/Technical%20Report_Part%204.pdf.
- The 2015 American Housing Survey redesign operations may also be informative (<https://www.census.gov/programs-surveys/ahs/operations-and-administration.html>).

Task 3: Enhancing the NCVS subnational estimation program

Though the NCVS was originally designed to provide national-level estimates of criminal victimization, BJS has recognized an increasing need for victimization data at the state and local levels. These estimates are also of value to federal and nonfederal data users and other stakeholders. Since 2012, BJS, with support from contractors and partners, has developed multiple approaches for obtaining subnational NCVS estimates, including (1) boosting the sample size in certain states to obtain direct state-level estimates, (2) modeling state-level estimates using existing sample and external sources of data, (3) creating generic areas with geocoded identifiers, and (4) adjusting the weights for current sample in large areas (e.g., states, cities, MSAs) to control to known area populations.

This task entails building upon the existing methodological base to assist BJS in the production of topical reports and other data products related to the NCVS subnational estimation research agenda. The goal of this task is to further develop a research agenda for the continued

development and dissemination of subnational estimates that reflects the needs and interests of data users and BJS priorities, and to implement that research and dissemination plan through topical reports and online data analysis tools. The recipient of funds will work closely with BJS to develop a plan for the release of subnational estimates and will assist BJS with the production of three subnational reports each year. This may include R&D reports examining or expanding on different methodologies for producing subnational estimates or substantive reports presenting findings related to state and MSA patterns and trends in victimization. In addition, the NVSSP agent will develop other products such as online data analysis tools, custom maps, and static tables to present victimization data for subnational geographies. This work will be completed in conjunction with BJS statisticians and IT specialists.

BJS collects and uses other data pertaining to criminal victimization, which can be relevant to the subnational research agenda. For example, BJS surveys of prison and jail inmates contain data on offenders' descriptions of the criminal incidents that led to their incarceration. The National Incident Based Reporting System (NIBRS) also contains detailed information on characteristics of criminal victimizations. A key aspect of the subnational program is exploring alternative sources of data that can be used to augment the information collected through the NCVS and link NCVS data to these other sources of local area data, such as the UCR, ACS, National Survey of Drug Use and Health, and Law Enforcement Management and Administrative Statistics (LEMAS) program, to examine patterns of victimization and correlates of victimization in particular areas of the country. The NVSSP should plan to incorporate data such as these into the subnational research efforts. The team should obtain access to these files and demonstrate capacity to use them in statistical research on criminal victimization.

Two general lines of special reports will be developed for the subnational estimation program:

1. **Generic area reports:** The generic area reports will divide cities and MSAs into "like" areas based on characteristics of interest. The characteristics could be demographic (e.g., areas with younger populations vs. aging populations; percent of minority residents); social (e.g., areas with low, medium, and high school dropout rates; drug use; veteran status of residents); economic (e.g., low, medium, and high unemployment rates; home ownership; households under the poverty line); policy-related (e.g., incarceration rates; mandatory arrest policies for certain types of crimes; gun control policies); or organizational (number of police per 1,000 residents; proportion of budget allocated to crime prevention; amount of Byrne/JAG grants received; availability of victim services). The generic area reports will assess patterns and trends in criminal victimization based on differences in area characteristics of interest. These reports will allow policy makers and practitioners to identify areas that are like them in terms of a particular characteristic and then compare their crime rates to these other similarly situated areas. The reports will also be useful for identifying the relationship between certain characteristics of an area and criminal victimization rates. Topics will address such questions as: what is the relationship between the UCR and NCVS crime rates in the largest cities and MSAs; are higher crime rates driven by a higher prevalence of crime or more repeat victims; what is the relationship between the number of police and rates of reporting to police; what is the relationship between levels of federal funding for victim services and rates of repeat victimization in the largest states? These reports will focus on linking NCVS data to other sources of local area data, such as the UCR, the ACS, the National Survey of Drug Use and Health, and the LEMAS program, to examine patterns of victimization and correlates of victimization in particular areas of the country.

2. **Routine subnational reports and data tools:** These reports will focus on the routine production and dissemination of victimization estimates for specific states, cities, and other subnational areas. These estimates will focus on producing 1-, 3-, and 5-year estimates for the major crime types and selected victim and incident characteristics. This annual release of basic victimization estimates could be conducted through the development of an online data analysis tool or through a series of maps that convey differences in victimization rates across areas. After reviewing each of the types of estimates that can be produced, the recipient of funds will present BJS with detailed options and recommendations for the annual release of basic subnational NCVS data and based on the option selected by BJS, the recipient of funds will produce the necessary estimates on an annual basis. Options for the release of subnational estimates should consider examples of data analysis tools produced by other federal statistical agencies to disseminate small area estimates, such as the NCES: <http://nces.ed.gov/naal/estimates/index.aspx>; the Centers for Disease Control and Prevention: https://www.cdc.gov/pcd/issues/2016/15_0480.htm; and the Census Bureau: <http://www.census.gov/did/www/saie/> and <http://www.census.gov/did/www/sahie/>. Like the generic area reports, topical reports could also explore the relationships between the UCR and NCVS crime rates, police organizational characteristics and rates of reporting to police, and criminal justice funding for police or victim services crime for specific areas, for example.

Both types of reports will address stakeholder needs and will further the objectives of the subnational estimation program by expanding BJS capabilities to examine patterns, trends, and differences in subnational victimization rates. While the reports are primarily intended to be released as BJS statistical products, the use of other outlets for the dissemination of findings, including peer-reviewed journals, other external publications, and professional conferences, is allowable and encouraged with BJS approval.

Prior to producing any reports and other data products, the recipient of funds will work with BJS to develop a research agenda and plan for producing at least three substantive subnational reports each year. The research agenda will include the proposed topics, a general plan for how data analysis will be conducted and the level of estimates to be produced (1-year, 3-year, 5-year), and any concerns related to disclosure risk. It shall take into consideration the BJS interest in beginning to understand not only patterns, trends, and differences in victimization, but also formal responses to victimization and the impact of these responses.

The research agenda will also incorporate varying levels of involvement in the report-writing process for the recipient of funds, depending on the topic and available resources. In some cases, the recipient of funds shall be responsible for data analysis and the production of tables, while others will involve more front-end work to develop the research questions and ultimately to write up the findings following the BJS style for topical reports. See task 1b above for additional information.

Task 4: Develop and test an NCVS supplement on the need for, access to, and use of civil legal aid

In 2012, the White House Domestic Policy Council and the U.S. Department of Justice (DOJ) launched the [Legal Aid Interagency Roundtable](#) (LAIR) to raise federal agencies' awareness of how civil legal aid can help advance a wide range of federal objectives including improved access to health and housing, education and employment, family stability and community well

being. Led by BJS and DOJ's Access to Justice (ATJ) (<https://www.justice.gov/atj>), the White House-LAIR's Working Group on ATJ Indicators and Data Collection has focused on three key questions in assessing existing information and data systems:

1. How are needs for legal services (demand) currently measured?
2. What information is available on the range of legal services (supply) being provided to meet residents' needs?
3. What information is available on the end results (outcomes) of the justice process?

This information is also of relevance and utility to other DOJ agencies such as the Office for Victims of Crime, which offers a variety of programs and training and technical assistance resources related to legal assistance for crime victims.

To further build a statistical infrastructure in the United States that addresses these key questions, BJS will undertake a multi-year effort to develop, test and implement a person-based survey of legal needs, services and outcomes. The survey is intended to augment the administrative data currently collected by the federal agencies. BJS will initiate work on the development of the survey instrument in late 2017 and the NVSSP will finalize the instrument based on feedback from the key stakeholder groups, with a goal to field a supplement to the NCVS in 2019, contingent on the timing of implementation of the redesigned NCVS instrument. This survey will be administered to both crime victims and nonvictims and attention will be paid to understanding the legal needs and services used by both groups.

The grantee will work with BJS (both the Courts and Victimization units) on developing the instrument; facilitating the coordination and review of the instrument by key stakeholders, including but not limited to ATJ staff and the Legal Aid Roundtable; assisting in the development of data collection protocols; and conducting extensive cognitive tests of proposed measures. These efforts will also require coordination with the general NCVS redesign efforts, including the changes to a self-administered, web-based survey administration mode and shifting from a core-supplement design to a modular approach.

Task 5: Assist BJS with implementing improved measures of sensitive crimes in the NCVS

BJS seeks to improve the measurement of crime, particularly crimes of a sensitive nature such as rape, sexual assault, and intimate partner violence. To this end, BJS has initiated several projects to identify, develop, and test the best methods for collecting self-report data on rape and sexual assault. In June 2011, BJS charged an expert panel from the National Research Council's CNSTAT to examine conceptual and methodological issues surrounding survey statistics on rape and sexual assault and to recommend to BJS the best methods for obtaining such statistics on an ongoing basis.² In September 2011, BJS initiated a large project to develop and test two different survey designs for collecting self-report data on rape and sexual assault. One was a design for measuring rape and sexual assault identified by the CNSTAT panel and the other design was similar to that used in the public health field for measuring rape and sexual assault. Estimates from these two designs will be compared to data from the NCVS in a report expected to be released in late 2017.

²http://sites.nationalacademies.org/DBASSE/CNSTAT/Rape_and_Sexual_Assault/index.htm

In 2015, through the prior NVSSP, BJS also conducted the CCSVS, which involved the development and testing of a survey instrument and methodology for efficiently collecting valid self-report data on sexual violence from a high-risk population of college students.³

BJS seeks support from the grantee to translate the findings from these critical research efforts on the best practices in measuring rape and sexual assault into the NCVS omnibus crime survey context and the NCVS data collection environment that is currently the subject of major redesign. The testing project will be conducted in concert with the larger instrument redesign work and will focus on issues such as: screening in the core NCVS; estimation; privacy; mitigating the impact of the crime context on estimates; and the need for specialized modules or supplements to collect more detailed information on rape, sexual assault, and intimate partner violence than may be possible with the current core NCVS crime incident report. Upon accepting the award, the grantee will be given access to unpublished findings from the ongoing methodological work. Additional cognitive or usability testing will be necessary to ensure that the best practices identified in the context of stand-alone pilot tests can be similarly administered within the NCVS survey environment or to provide information on how to adapt them accordingly.

Task 6: Assist the Census Bureau and BJS as needed with efforts related to weighting, sample design, and the implementation of the redesigned survey instrument and mode into the existing NCVS framework

The Census Bureau administers the NCVS on behalf of BJS and is responsible for the implementation of pre- and post-collection processing, such as weighting and sample selection. As needed, the NVSSP agent will support Census in this work as an extension of BJS. This could include assisting with the assessment and implementation of improved weighting approaches for the general population or specific subpopulations. Further, as highlighted in Task 2 above, the implementation of the NCVS survey instrument and mode redesign will require careful thought, research, and evaluation to consider the impact of changes on existing NCVS trends and generally maintaining the continuity of NCVS data collection operations.

Task 7: Assess the impact of adopting recommendations from the National Academy of Sciences 'Modernizing Crime Statistics' panel

In 2014 the National Academies of Sciences (NAS) convened a panel to assess how to modernize our nation's crime statistics. In 2016, the first report was released, which presented a new framework from which to derive crime statistics.⁴ A second report that will lay out specific recommendations for how the NCVS and other collections should go about implementing this framework is expected in the summer of 2017. NVSSP staff will review the report and develop a series of phased options for the BJS implementation of these recommendations. The options should take into consideration the ongoing instrument redesign efforts already underway. The NVSSP staff will work with the BJS project manager and other staff to produce an R&D report presenting these options as well the proposed timeline for implementation of the various phases.

³<https://www.bjs.gov/index.cfm?ty=pbdetail&iid=5540>

⁴<https://www.nap.edu/catalog/23492/modernizing-crime-statistics-report-1-defining-and-classifying-crime>

Task 8: Produce routine statistical tabulations from the NCVS and respond to requests for routine statistics

NVSSP staff will be responsible for developing routine statistical tabulations for internal and external requests involving the use of NCVS and other victimization data. This support requires work on a variety of ad hoc studies in response to internal and external requests, special analytic needs, or technical materials on specialized issues. The requests for information typically involve statistical data that do not appear in BJS publications and require special analyses of NCVS data, including NCVS restricted-use data available through the Census Research Data Centers (<https://www.census.gov/ces/rdcresearch/>). This task will require assembling information for about 12-15 responses annually. These responses need to be prepared in comparatively short time frames, often less than 1 day, and the NVSSP must verify that the data prepared conform to BJS data quality guidelines (referenced above under Task 1). The typical deliverable under this task will take the form of a short memorandum, tables, and/or technical documentation. For planning purposes, the grantee should assume two staff days per request, including preparing the data, memo, verification, and review and sign-off by BJS staff.

Deliverables

Much of the work under this project will be ongoing and iterative in consultation and collaboration with BJS. Within 3 weeks of the award start date, the recipient of funds will meet with BJS to discuss the proposed tasks. The recipient will then develop a detailed timetable outlining the dates of completion of each task, the date of delivery of each deliverable and status report, and the dates of scheduled meetings.

In accordance with the eight objectives outlined for this project, the deliverables for the NVSSP will include—

- 1) A proposed research agenda to include a list of high-priority methodological and substantive topics and product types for discussion with BJS project staff as well as possible dissemination strategies and platforms (within 5 weeks of the award). Upon approval of the research plan by BJS, the NVSSP will produce three methodological and three substantive reports and/or products (within the first year of the award and each year thereafter). The NVSSP should also propose a thoughtful list of external experts and strategies for employing an expanded selection of researchers to conduct research that is of relevance to the Victimization unit at BJS, conducting environmental scans as necessary. In addition, the NVSSP should propose an enhanced outreach strategy for BJS to extend its engagement to a wider audience.
- 2) A proposed research strategy for evaluating sample design options to be discussed with BJS project staff in three waves (within 3 months of the initial award, and in 2-month intervals thereafter). Meetings with the BJS project management team shall be scheduled as appropriate early in the second year of the award. The final deliverable for this objective (to be submitted for review during the second year of this award) will be a technical report presenting the options considered, the advantages and disadvantages of each, and the top recommended option with demonstration that it is cost effective, scalable, and will allow for the generation of key national and subnational estimates, .
- 3) A proposed strategy for enhancing the subnational estimation program for victimization to include proposals for how to structure subnational reports and package subnational data products (within 2 months of the initial award). Upon approval of the plan by BJS, the NVSSP will produce three substantive or methodological subnational reports and/or data products (within the first year of the award and each year thereafter).
- 4) Finalize the draft supplemental civil justice instrument developed by BJS (within 6 months of the initial award), develop a generic Office of Management and Budget (OMB)

clearance package (within 8 months of the award), and conduct extensive cognitive testing of the instrument (within roughly 1 year of the award) to prepare the supplement for inclusion in the 2019 NCVS.

- 5) A proposed testing strategy for translating the findings from existing BJS research on best practices in measuring rape and sexual assault into the NCVS data collection environment and omnibus crime survey context, following a review of the ongoing methodological work in this area (within 3 months of the initial award). Meetings with BJS project management staff shall be scheduled as appropriate within the first 6 months of the award to discuss the plans. The NVSSP will conduct cognitive or usability testing of these items (within 1 year of the award). The final deliverable for this objective will be at least one technical report outlining the findings of the work (within 2 years of the award).
- 6) Ad-hoc research and internal reports as determined by project needs (timelines to be determined after the initial award). Deliverables may include memoranda and other internal reports.
- 7) A research report presenting options for a phased implementation of the NAS recommendations on how to modernize the crime statistics collected through the NCVS.
- 8) Timely responses to ad-hoc, routine data requests (12-15 responses are expected during each year of the award). The typical deliverable under this task will take the form of a short memorandum, tables, and/or technical documentation.

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

B. Federal Award Information

BJS expects to make a single award of up to \$4 million for a 3-year period of performance, to begin on October 1, 2017.

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

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

Type of Award

BJS expects that any award under this solicitation will be made in the form of a cooperative agreement, which is a type of award that provides for the Office of Justice Programs (OJP) to have substantial involvement in carrying out award activities. See [Administrative, National Policy, and Other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for a brief discussion of what may constitute substantial federal involvement.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities⁵) must, as described in the Part 200 Uniform Requirements⁶ as set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that [the recipient (and any subrecipient)] is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor [the recipient’s (and any subrecipient’s)] compliance with statutes, regulations, and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or [the recipient (or any subrecipient)] considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

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

Information System Security and Privacy Requirements

BJS award recipients and subrecipients are required to facilitate the privacy, security, confidentiality, integrity, and availability of computer systems, networks, and data in accordance with applicable federal and DOJ policies, procedures, and guidelines. Recipients and subrecipients may not release or disclose any data collected on behalf of BJS without prior written approval from BJS, or until the dataset has been released to the public. This includes, but is not limited to, data used in presentations at professional conferences and meetings, press releases, and/or grant applications.

⁵For purposes of this solicitation, the phrase “pass-through entity” includes any recipient or subrecipient that provides a subaward (“subgrant”) to a subrecipient (“subgrantee”) to carry out part of the funded award or program.

⁶The “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.

Recipients and subrecipients who operate as BJS data collection agents that collect, receive, handle, maintain, transfer, process, store, or disseminate directly identifiable information (e.g., names, SSNs, last known address, or FBI, state, or DOC ID numbers) in conjunction with the BJS-funded activities must have the appropriate administrative, physical, and technical safeguards in place to ensure that information systems are adequately secured and protected against unauthorized disclosure. Applicants must specify in the Privacy Certificate all of the specific controls used to safeguard directly identifiable information against unauthorized disclosure.

Specifically, BJS data collection agents are required to, where applicable—

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

Recipients and subrecipients that use a FISMA-defined information system to support award activities must maintain a Security Program Management Plan that prescribes the reporting of and response to security incidents involving directly identifiable information including, but not limited to, system compromise, unauthorized access from both internal and external parties, data leakage, and loss of technology assets. This policy shall be in accordance with the OMB and Department of Commerce Cybersecurity Policy, Presidential Directives, and NIST best practices. If applicable, recipient and subrecipients shall provide BJS with a signed copy of their Security Program Management Plan within 90 days of accepting the award, and with all updated versions throughout the life of the project period. Recipients and subrecipients shall notify BJS within one hour of any security incidents that impacts the FISMA-defined information systems used to support award activities.

Upon award, recipients and subrecipients shall provide BJS with a written certification that all staff resources who have access to the FISMA-defined information systems used to collect, receive, handle, maintain, transfer, process, store, or disseminate data files, reports, working papers, or other products in support of the project have completed annual Cybersecurity

Awareness Training. Recipients and subrecipients are required to provide BJS with an updated certification when staff resources change.

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

To ensure that applicants understand the applicable information system security and privacy requirements, BJS encourages prospective applicants to review the relevant provisions of the BJS Data Protection Guidelines, which summarize the many federal statutes, regulations, and other authorities that govern BJS data and data collected and maintained under BJS's authority. The guidelines are available [here](#).

Budget Information

Cost Sharing or Match Requirement

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

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

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

OJP does **not** typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving pre-agreement costs, the applicant may contact the point of contact listed on the title page of this solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-agreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide](#) for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, a recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.⁷ The 2017 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with nonfederal funds. (Non-federal funds used for any such additional compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee's time is charged to an OJP award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

⁷OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed in Appendix VIII to 2 C.F.R. Part 200.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, this limitation on compensation rates allowable under an award. An applicant that requests a waiver should include a detailed justification in the budget narrative of its application. An applicant that does not submit a waiver request and justification with its application should anticipate that OJP will require the applicant to adjust and resubmit the budget.

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

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at

www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients, as well as some conference, meeting, and training costs for grant recipients; and (3) set cost limits, which include a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)

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

For additional information, see the "Civil Rights Compliance" section under "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)" in the [OJP Funding Resource Center](#).

C. Eligibility Information

For eligibility information, see the title page.

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

D. Application and Submission Information

What an Application Should Include

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

award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

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

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

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

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and the OJP Grants Management System (GMS) take information from the applicant’s profile to populate the fields on this form. When selecting “type of applicant,” if the applicant is a for-profit entity, select “For-Profit Organization” or “Small Business” (as applicable).

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

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

Intergovernmental Review: This solicitation (“funding opportunity”) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”)

2. Project Abstract

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

- Written for a general public audience

- Submitted as a separate attachment with “Project Abstract” as part of its file name
- Single-spaced, using a standard 12-point font (such as Times New Roman) with 1-inch margins.

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

All project abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

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

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

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

3. Program Narrative

This should describe the manner in which the applicant will address the goals and objectives and meet the deliverables for the project. The narrative should present a clear understanding of the substantive and methodological issues associated with the work described in this solicitation.

The program narrative should not exceed 40 pages with line spacing of no less than 1.5 lines, with a standard 12-point font (e.g., Times New Roman, Arial) with no less than 1-inch margins all around. These limitations apply to tables and figures included within the narrative. The project abstract, table of contents, appendices, and government forms do not count toward the 40-page limit.

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

The following sections should be included as part of the program narrative:⁸

a. Statement of the Problem

Applicants to this solicitation should demonstrate a solid understanding of the criminal victimization field and of the NCVS specifically. Applicants to this solicitation should outline a set of victimization-related topics they consider to be important that should be addressed by BJS. BJS will assess the proposed topics as an indicator of the applicant's substantive understanding of BJS publications from the NCVS and of issues that could be addressed by the NCVS. As there are countless potential products that could be developed from the NCVS, BJS is looking for the applicants' take on priority issues that should be addressed through BJS's traditional and emerging product lines. In proposing topics, applicants should demonstrate an in-depth understanding of the NCVS and how the proposed topics will address important gaps in our understanding of the performance of the NCVS or gaps in the BJS portfolio of products. Applicants should consider proposing an outline for a 3-year R&D victimization-related research agenda.

b. Project Design and Implementation

To achieve the goals of the NVSSP, ongoing communication with BJS about expectations, priorities, and progress is essential. BJS asks applicants to propose a strategy for communication with BJS that will facilitate the NVSSP's achievement of the project goals.

Applicants should demonstrate their expertise in the development, testing, and administration of national surveys as well as in sampling methodology and an understanding of how different sampling strategies will affect the quality and types of estimates that can be generated. Applicants should also discuss past experiences with analyzing nonresponse bias, generating weighting and imputation strategies, and cleaning and preparing data for analysis.

Applicants should append a reasonable project timeline with expected milestones and level of staff effort for each phase of the work, which corresponds with the goals, objectives, and deliverables articulated in the solicitation. Applicants should build in time for project management, stakeholder meetings, cognitive testing, and OMB approvals.

c. Capabilities and Competencies

BJS requests that applicants demonstrate strong statistical skills in sampling, estimation, weighting and nonresponse adjustments, and modeling. Applicants should demonstrate experience with survey instrument design, large scale data collection and data management. Applicants should also demonstrate strong written and oral communications skills and experience with data visualization.

Applicants should document expertise in conducting both methodological and substantive research and in communicating findings to a variety of audiences. Applicants should also demonstrate the ability to produce reports in accordance with the BJS style.

⁸For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

Applicants should describe the process they will use to follow the current guidelines and the process to be used to deliver all components of a BJS report project, including text, data for tables and figures, documentation of verified computer programs, text-to-table verifications, and .csv files with final versions of data that appear in tables and figures.

Applicants should indicate their knowledge of the BJS product line as well as their ability to translate findings using innovative dissemination techniques and tools to reach wider audiences. Applicants should describe the procedures they will use to identify new, potential users of NCVS data and statistics as well as pinpoint ways in which technologies and social media tools and platforms, such as infographics, could be used to more effectively capture the needs and interests of a wider, and in some cases, less research-oriented audience. Relatedly, applicants should describe the procedures they will use to identify new BJS affiliates, the attributes of the affiliates that will cover the range of expertise needed, and the procedures they will follow to fully equip affiliates to be successful in their analyses of NCVS and related data.

Applicants should propose an approach to identify data sources that could be used to inform criminal victimization statistics at a national or sub-national level and data sources that will meet this objective. Key to this endeavor is assessing the reliability of these sources for statistical purposes. In addition, applicants should identify the types of methodological and substantive issues that these data sources can address, especially as they relate to BJS's ongoing efforts to improve the NCVS. Applicants should also describe how they will obtain, maintain, and organize these data for analysis.

Additionally, applicants to this solicitation should demonstrate the capability to administer large-scale surveys, which will include cognitively testing and finalizing the legal aid and sexual violence instruments, formatting surveys for administration, developing and administering a nonresponse follow-up protocol, and drafting necessary OMB clearance packages. Applicants should also describe their ability to work collaboratively with interest groups to shape the instruments in a way that meets the various stakeholder needs.

Applicants will need to have or obtain Special Sworn Status through the Census Bureau to have access to NCVS restricted-use data files. Applicants should identify staff that will be available to work as needed at Census Headquarters or one of the Census Research Data Centers.

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

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

The application should describe the applicant's plan for collection of all of the performance measures data listed in the table below under "Data Recipient Provides," should it receive funding.

Objective	Performance Measure(s)	Data Recipient Provides
Devise and implement a statistical research agenda	Number of deliverables completed on time Number of deliverables that meet expectations Number of tools leveraged to enhance information sharing	Comprehensive victimization research agenda proposal At least three methodological and substantive reports/products each year Research affiliates engagement strategy Enhanced outreach strategy
Conduct research on a potential sample redesign to incorporate a web-based, self-administered instrument	Propose sample design that improves overall efficiency and value of the survey Number of deliverables completed on time Number of deliverables that meet expectations	Research strategy for identifying promising sample design options Technical report describing all sample redesign options and justifying ultimate recommendation
Enhance the NCVS subnational estimation program	Number of deliverables completed on time Number of deliverables that meet expectations Number of tools leveraged to enhance information sharing	Comprehensive research and dissemination strategy for victimization subnational estimation program Three reports/data products each year
Develop and test an NCVS supplement on the need for, access to, and use of civil legal aid	Number of deliverables completed on time Number of deliverables that meet expectations Number of milestones and deadlines met	Finalize draft instrument Draft and submit OMB clearance package Conduct extensive cognitive testing of the instrument, provide protocol and testing report, if needed
Assist BJS with implementing improved measures of sensitive crimes in the NCVS	Number of deliverables completed on time Number of deliverables that meet expectations Number of milestones and deadlines met	Translate research findings into new/revised items Agenda and materials for stakeholder meetings, if needed, and post-meeting report(s) summarizing proceedings, feedback, and next steps

		<p>Conduct cognitive/usability testing on items, provide protocol and testing report, if needed</p> <p>At least one technical report outlining findings</p>
<p>Assist as needed with weighting, sample design, and redesigned survey instrument implementation</p>	<p>Number of deliverables completed on time</p> <p>Number of deliverables that meet expectations</p>	<p>Research and internal reports as needed</p>
<p>Assess the impact of adopting recommendations from the NAS panel</p>	<p>Provide sample design and other recommendations that improve overall efficiency and value of the survey</p> <p>Number of deliverables completed on time</p> <p>Number of deliverables that meet expectations</p>	<p>Research report presenting and evaluating options for phased implementation of NAS recommendations on modernizing crime statistics</p>
<p>Produce routine statistical tabulations and respond to requests for routine statistics</p>	<p>Number of data requests that are completed on time and adhere to data quality standards</p>	<p>12-15 short memoranda and supporting materials for ad-hoc information requests</p>

- e. Appendices (**optional**, not counted against the 40-page limit), which might include—
- Bibliography or references.
 - Curriculum vitae or resumes of the principal investigator and any and all co-principal investigators. In addition, curriculum vitae, resumes, or biographical sketches of all other individuals (regardless of investigator status) who will be significantly involved in substantive aspects of the proposal (e.g., research methodologists serving as consultants to develop sampling strategies and experts with knowledge of children’s exposure to violence).
 - List (to the extent known) of all proposed project staff members, including those affiliated with the applicant organization or any proposed subrecipient organization(s), any proposed consultant(s) and contractors (whether individuals or organizations), and any proposed members of an advisory board for the project (if applicable). The list should include, for each individual and organization: name, title (if applicable), employer or other organizational affiliation, and roles and responsibilities proposed for the project.
 - A detailed proposed project timeline with expected milestones and level of staff effort for each phase of the work.

- 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 that 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.
- List of any previous and current BJS awards to applicant organization and investigator(s), including the BJS-assigned award numbers and a brief description of any scholarly products that resulted in whole or in part from work funded under the BJS award(s).

4. Budget and Associated Documentation

a. Budget Detail Worksheet

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

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

b. Budget Narrative

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

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

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

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

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

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

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

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

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

1. Information on proposed subawards

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

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

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

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

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

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

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

d. Pre-Agreement Costs

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

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs may be charged to an award only if:

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

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

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the OCFO Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

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

6. Tribal Authorizing Resolution (if applicable)

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

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

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

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

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

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

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

8. Disclosure of Lobbying Activities

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

9. Additional Attachments

a. Applicant Disclosure of Pending Applications

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation, and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. The applicant is to disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to State agencies that will subaward (“subgrant”) federal funds).

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

Each applicant that has one or more pending applications as described above is to provide the following information about pending applications submitted within the last 12 months:

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

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

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

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: “[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of in this application.”

b. Research and Evaluation Independence and Integrity

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant must demonstrate independence and integrity regarding both this proposed research and/or evaluation, and any current or prior related projects.

Each application should include an attachment that addresses **both** i. and ii. below.

- i. For purposes of this solicitation, each applicant is to document research and evaluation independence and integrity by including one of the following two items:
 - a. A specific assurance that the applicant has reviewed its application to identify any actual or potential apparent conflicts of interest (including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients), and that the applicant has identified no such conflicts of interest—whether personal or financial or organizational (including on the part of the applicant entity or on the part of staff, investigators, or subrecipients)—that could affect the independence or integrity of the research, including the design, conduct, and reporting of the research.

OR

- a. A specific description of actual or potential apparent conflicts of interest that the applicant has identified—including through review of pertinent information on the principal investigator, any co-principal investigators, and any

subrecipients—that could affect the independence or integrity of the research, including the design, conduct, or reporting of the research. These conflicts may be personal (e.g., on the part of investigators or other staff), financial, or organizational (related to the applicant or any subrecipient entity). Some examples of potential investigator (or other personal) conflict situations are those in which an investigator would be in a position to evaluate a spouse’s work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization would not be given an award to evaluate a project, if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), because the organization in such an instance might 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 or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

- ii. In addition, for purposes of this solicitation, each applicant is to address possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
 - a. If an applicant reasonably believes that no actual or potential apparent conflicts of interest (personal, financial, or organizational) exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. The applicant also is to include an explanation of the specific processes and procedures that the applicant has in place, or will put in place, to identify and prevent (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OR

- b. If the applicant has identified actual or potential apparent conflicts of interest (personal, financial, or organizational) that could affect the independence and integrity of the research, including the design, conduct, or reporting of the research, the applicant must provide a specific and robust mitigation plan to address each of those conflicts. At a minimum, the applicant is expected to explain the specific processes and procedures that the applicant has in place, or will put in place, to identify and eliminate (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OJP will assess research and evaluation independence and integrity based on considerations such as the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the applicant entity (and any subrecipients) 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.

c. Disclosure of Process Related to Executive Compensation

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

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

Each applicant nonprofit organization must state at the time of its application (in the "OJP Financial Management and System of Internal Controls Questionnaire" mentioned earlier) whether or not the applicant entity believes (or asserts) that it currently satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities).

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

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

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the Internal Revenue Service for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict

of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OJP may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

How to Apply

Applicants must register in, and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, which operates 24 hours a day, 7 days a week, except on federal holidays.

Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation of registration and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date, in order to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

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

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

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

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

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

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

All applicants are required to complete the following steps:

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

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

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

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

A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

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

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

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

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to <https://apply07.grants.gov/apply/OrcRegister>. Individuals registering with Grants.gov should go to <http://www.grants.gov/web/grants/applicants/individual-registration.html>.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.734 titled "Special Data Collections and Statistical Studies" and the funding opportunity number is BJS-2017-11480.
- 6. Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application. The second will state whether the application has been validated and successfully submitted, or whether it has been rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received, and then receive a rejection notice a few minutes or hours later. Submitting an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges each applicant to submit its application **at least 72 hours prior** to the application due date, to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. Applications must be successfully submitted through Grants.gov by 11:59 eastern time on July 24, 2017.

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

Note: Application Versions

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

Experiencing Unforeseen Grants.gov Technical Issues

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. The applicant must email the BJS contact identified in the Contact Information section on the title page **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the

technical difficulties, and must include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s).

Note: OJP does not automatically approve requests to submit a late application. After OJP reviews the applicant's request, and contacts the Grants.gov or SAM Help Desks to verify the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally are insufficient to justify late submissions:

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

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

E. Application Review Information

Review Criteria

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

1. Statement of the Problem (20%)
2. Project Design and Implementation (40%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%)
5. Budget (10%): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.⁹

Review Process

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

⁹Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

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

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

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

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. BJS may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Peer reviewers’ ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully. Other important considerations for OJP include underserved populations, geographic diversity, strategic priorities, and available funding, as well as the extent to which the budget detail worksheet and budget narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by applicants. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award. If OJP anticipates that an award will exceed \$150,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System (“FAPIIS”).

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

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

1. Applicant financial stability and fiscal integrity

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the 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.

F. Federal Award Administration Information

Federal Award Notices

Award notifications will be made by September 30, 2017. OJP sends award notifications by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires physical signature of the award document by the authorized representative and the scanning of the fully executed award document to OJP.

Administrative, National Policy, and Other Legal Requirements

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

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

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

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

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

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

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

General Information about Post-Federal Award Reporting Requirements

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

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

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

Data on performance measures. In addition to required reports, an award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as to assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, OJP will require any recipient, post award, to provide the data listed as "Data Recipient Provides" in the performance measures table in [Section D. Application and Submission Information](#), under "Program Narrative," so that OJP can calculate values for this solicitation's performance measures.

G. Federal Awarding Agency Contact(s)

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

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

H. Other Information

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

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

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

Provide Feedback to OJP

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

IMPORTANT: This email is for feedback and suggestions only. OJP does **not** reply from this mailbox to messages it receives in this mailbox. Any prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate

telephone number or email listed on the front of this document to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to ojppeerreview@lmsolas.com. (Do not send your résumé to the OJP Solicitation Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

Application Checklist

National Victimization Statistical Support Program

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS Number (see page 37)
- Acquire or renew registration with SAM (see page 37)

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see page 38)
- Acquire AOR confirmation from the E-Biz POC (see page 38)

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov (see page 38)
- Download Funding Opportunity and Application Package (see page 38)
- Sign up for Grants.gov email [notifications](#) (optional) (see page 36)
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see page 21)

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

- (1) Application has been received,
- (2) Application has either been successfully validated or rejected with errors (see page 38)

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

- Contact BJS regarding experiencing technical difficulties (see page 38)

Overview of Post-Award Legal Requirements:

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

Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$4,000,000.

Eligibility Requirement: See the title page

What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 22)
- Project Abstract (see page 22)
- Program Narrative (see page 23)
- Budget Detail Worksheet (see page 28)

_____	Budget Narrative	(see page 28)
_____	Indirect Cost Rate Agreement (if applicable)	(see page 30)
_____	Tribal Authorizing Resolution (if applicable)	(see page 31)
_____	Financial Management and System of Internal Controls Questionnaire	(see page 31)
_____	Disclosure of Lobbying Activities (SF-LLL)	(see page 32)
_____	Additional Attachments	
_____	Applicant Disclosure of Pending Applications	(see page 32)
_____	Research and Evaluation Independence and Integrity	(see page 33)
_____	Disclosure of Process related to Executive Compensation	(see page 35)
_____	Request and Justification for Employee Compensation; Waiver (if applicable)	(see page 20)