



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is seeking applications for the development of a program that will periodically survey state attorney general offices on how they handle criminal and civil cases and other activities such as interagency cooperation and training. The United States' primary source for criminal justice statistics, BJS, is responsible for collecting, analyzing, publishing, and disseminating statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. With this program, BJS will further DOJ's mission of identifying the most pressing challenges confronting the justice system and providing information in support of innovative strategies for dealing with these challenges.

Survey of State Attorney General Offices

Eligibility

Eligible applicants are national, regional, state, or local public and private entities, including for-profit and nonprofit organizations, tribal for-profit and tribal nonprofit organizations, faith-based and community organizations, institutions of higher education, tribal institutions of higher education, federally recognized Indian tribal governments as determined by the Secretary of the Interior, and units of local government that support initiatives to improve the functioning of the criminal justice system.

Under section 302 of the Omnibus Crime Control and Safe Streets Act, BJS is authorized to make grants to, or enter into contracts or cooperative agreements with, states (including territories), units of local government (including federally recognized Indian tribal governments as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit or for-profit organizations), institutions of higher education (including tribal institutions of higher education), and certain qualified individuals. For-profit organizations must agree to forgo any profit or management fee. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

BJS welcomes applications that involve two or more entities, however, one eligible entity must be the applicant and the other(s) must be proposed as subrecipient(s). The applicant must be the entity with primary responsibility for conducting and leading the proposed project. If successful, the applicant will be responsible for monitoring and appropriately managing any subrecipients or, as applicable, for administering any procurement subcontracts that would receive federal program funds from the applicant under the award. Only one application per lead applicant will be considered; however, subrecipients may be part of multiple proposals.

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

For additional eligibility information, see Section [C. Eligibility Information](#).

Deadline

Applicants must register with Grants.gov prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on June 1, 2015.

All applicants are encouraged 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 hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must email the BJS contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" in the [How to Apply](#) section.

For assistance with any other requirements of this solicitation, contact Tracey Kyckelhahn, BJS Statistician, by telephone at 202-307-0765 or by email at askbjs@usdoj.gov. Include "SSAGO" in the subject line.

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Survey of State Attorney General Offices

(CFDA # 16.734)

A. Program Description

Overview

The Bureau of Justice Statistics (BJS) seeks applications for the design and implementation of survey instruments for its new Survey of State Attorney General Offices (SSAGO) program. This is the first BJS effort to systematically assess and describe the organization, structure, responsibilities, and activities of state attorney general (AG) offices. In addition, the surveys will ask about various criminal and civil enforcement activities conducted by the offices, such as investigations, prosecutions, and criminal proceedings, as well as participation in task forces and policy development. BJS expects the award recipient to develop three surveys of all state AG offices on topics of interest to BJS, such as the criminal prosecution and civil handling of cybercrime and human trafficking.

The award recipient will develop three surveys for assessing activities in state AG offices and will field the first two surveys. For each survey, the successful applicant will (1) develop a survey instrument on the topics of interest, (2) pretest the instrument, (3) administer the first two surveys, and (4) provide the resulting research database and all accompanying documentation to BJS. In addition, near the end of the project period, the successful applicant will produce a report that assesses the relevance, validity, and utility of the data collected compared to the cost of collecting it. The report should present recommendations to BJS regarding the future content of the SSAGO program and the frequency of its data collections.

Authorizing Legislation: Under section 302 of the Omnibus Crime Control and Safe Streets Act, BJS is authorized to “make grants to, or enter into cooperative agreements or contracts with, public agencies, institutions of higher education, private organizations, or private individuals” for purposes of collecting and analyzing criminal justice statistics.

Program-Specific Information

The SSAGO is a new component of BJS’s efforts to collect federal, state, and local data about prosecution and adjudication. The successful applicant will work with BJS to develop three surveys to measure the activities of all state AG offices related to specific topics. The first two surveys will be administered by the award recipient and the resulting data will be provided to BJS. BJS will determine the third topic after the project is awarded. To fulfill these requirements, the successful applicant will gather the information needed to define the key measures for each topic, develop the survey instruments, pretest the instruments with a small sample of state AG offices, prepare the Office of Management and Budget (OMB) package for review and approval, field the first two surveys, and conduct any follow-up activities needed. After completing data collections for each of the first two surveys, the award recipient will provide BJS with a dataset of all responses and its detailed documentation. To help BJS plan for subsequent activities in the SSAGO program, the successful applicant will prepare a report discussing the utility of the data collected and recommending survey content for future iterations beyond the third survey instrument.

Goals, Objectives, Deliverables, and Expected Scholarly Products

The surveys will ask state AG offices about their organization and structure, activities, and case-level information on criminal and civil cases handled by the office. For each of the three surveys, the award recipient must gather the information needed to choose between different survey designs. For the first SSAGO, the successful applicant will develop a common definition of cybercrime that will apply across all state AG offices. The recipient will then produce a survey to gather information across all 56 state and territory AG offices regarding—

1. The office's activities related to cybercrime, such as specialized units, caseloads, training, and membership on task forces
2. Specific cybercrime cases the office either investigated or prosecuted.

To address such issues, the successful applicant must have access to topic-specific experts to help develop and design the survey instruments. The successful applicant must identify these experts in the budget and program plan for the design phases of the two surveys.

Although BJS expects the second survey to measure state AG office activity related to human trafficking, the topic may change. Assuming the topic remains human trafficking, each survey instrument should measure key indicators of human trafficking prosecutions such as—

1. Number of cases and number of defendants prosecuted
 - a) By type of trafficking (sex vs. labor)
 - b) By demographic characteristics of defendants
2. Number of defendants convicted
 - a) By type of trafficking (sex vs. labor)
 - b) By demographic characteristics
 - c) By type of punishment.

The surveys must also measure other key office activities, including but not limited to—

1. Interagency cooperation
 - a) Participating on task forces with federal, state, local, and international agencies
 - b) Participating in joint investigations with federal, state, local, and international agencies
2. Training and technical assistance provided to staff or others.

The key indicators are likely to vary by topic, and the targeted data can be collected through various methods. The successful applicant will be expected to develop the most suitable method for collecting the data, such as by web or paper form, based on tradeoffs between cost, efficiency, respondents' preferences, and data quality concerns. In addition, if case-level data on the prosecution of criminal cases are to be collected, the successful applicant will need to determine whether to develop a sampling method for cases (which will require access to professionals who can develop and test such sampling designs and implement weighting or imputation strategies) or to collect a census of cases.

In responding to this solicitation, applicants should demonstrate their expertise in designing and conducting establishment surveys, in the sampling and production of databases that will support national estimates, and in obtaining participation from state AG offices. Applicants should also demonstrate their ability to get respondents (state AG offices) to participate in the surveys. This demonstrated ability should include an understanding of best practices for collecting survey data in general and collecting data from these types of justice agencies in particular.

The project's objectives are to—

1. Survey all state and territory AG offices over the project period, considering different methodologies available for measuring state AG office activity.
2. Obtain approval from the Office of Management and Budget (OMB) to field the first two surveys and provide BJS with researchable databases with complete documentation.
3. Provide recommendations to BJS, using the surveys' findings, for future SSAGO collections.
4. Maintain regular communication with the BJS project manager.

This project will be conducted in phases, with approximately 15 months for developing the first survey and attaining OMB clearance. The successful applicant will complete the following activities:

1. Produce a comprehensive plan for implementing each of the three SSAGO surveys. This plan should include a detailed time/task outline that identifies the personnel who will work on each task and defines their levels of effort. A start date of January 1, 2016, should be assumed. The timeline should be reasonable for the scope of work; include a schedule for communication with BJS and preliminary due dates of deliverables; and allow for OMB review and approval. The timeline should follow the guidelines listed below:
 - a) The design and development of the first SSAGO survey should be completed no later than 9 months after the project's start date (September 2016).
 - b) The OMB package should be written by the award recipient and delivered to OMB for review by month 11 (November 2016). This package will include the first survey and note that a second and third survey will be completed and sent to OMB for approval after they are developed.
 - c) Data collection for the first survey will then begin in month 16 (April 2017) and be completed by month 19 (July 2017), with the dataset delivered to BJS by month 21 (September 2017).
 - d) The design and development of the second survey will begin in month 16 (April 2017) while the award recipient is administering the first survey.
 - e) The award recipient must submit the finalized second survey instrument to BJS in month 23 (November 2017), administer it in month 27 (March 2018) and complete it by month 30 (June 2018), with the dataset delivered to BJS by month 32 (August 2018).
 - f) The design and development of the third survey will begin in month 23 (November 2017), with design and development completed by month 34.

2. Develop three surveys of state AG offices. The first two surveys will be fielded. The third survey will be prepared and field tested with the same rigor as the first two surveys but will not be fielded in this budget period. Plans for this third SSAGO survey are to fund a new competitive award near the end of this project's budget period. Having the third survey ready for fielding when the new funding cycle begins will ensure there is no gap in this annual survey series. The topic for the first survey is cybercrime; the topic for the second is tentatively human trafficking; and the topic for the third survey is to be determined. For all surveys, the award recipient will develop key measures related to criminal and civil case processing by the state AG offices and any relevant office activity beyond case handling. The recipient will work with topical experts to develop the survey items and will conduct pretests to validate the survey instruments and procedures. Though initial plans are for the second survey to focus on human trafficking, BJS expects the award recipient to provide guidance on other topics that may be more relevant for the second and third surveys.
3. Field the first two AG surveys. The recipient will update BJS regularly on the progress of the surveys and will achieve a 95% or higher response rate. If nonresponse becomes an issue, the award recipient will develop and implement a nonresponse bias study and imputation procedures.
4. Provide BJS with the data and documentation resulting from the first two surveys for archiving purposes. This data and documentation will include—
 - a) Electronic copies of the data submitted to BJS
 - b) Copies of specialized programming code
 - c) Comprehensive codebooks listing the data variables, variable labels, value labels, and missing value codes
 - d) Blank electronic copies of the questionnaires
 - e) Manual, electronic, or other data collection protocols.

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

5. Maintain regular reporting to BJS and regularly meet in person or via teleconference with the BJS project manager for the duration of the project. In turn, the BJS project manager will facilitate conference calls among project team members at least once a month. The successful applicant will also submit project updates through the Grants Management System in accordance with the financial and progress reports required and described in the OJP Financial Guide.
6. Prepare a brief report by the end of the project period that assesses the relevance and utility of the data balanced against the cost of collecting and analyzing the data. This

report should make recommendations to BJS about the content of the SSAGO program and the frequency of its future data collections.

7. Summarize all deliverables and activities listed above in a final report and deliver the report to the BJS project manager within 1 month of the end of the project period.

Note: If BJS elects to fund only certain phases of a proposed project in FY 2015, the expected products from the partial-funding award may, in some cases, vary from those described above.

In addition to required data sets, a draft and final summary overview of research results, interim and final progress and financial reports,¹ BJS expects scholarly products to result from each award under this solicitation, taking the form of one or more published, peer-reviewed, scientific journal articles, and/or (if appropriate) law review journal articles, book chapter(s) or book(s) in the academic press, technological prototypes, patented inventions, or similar scientific products.

B. Federal Award Information

BJS estimates that it will make up to one award of up to \$450,000 for a 36-month project period, beginning on January 1, 2016.

BJS may, in certain cases, provide supplemental funding in future years to awards under its research, development, and evaluation solicitations. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, BJS's assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and BJS's assessment of 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 Award²

BJS expects that it will make an award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used because BJS expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under Section [F. Federal Award Administration](#), for details regarding the federal involvement anticipated under an award from this solicitation. As discussed [later in the solicitation](#), important rules (including limitations) apply to any conference/meeting/training costs incurred under cooperative agreements.

¹ See "Federal Award Administration Information" ("General Information About Post-Federal Award Reporting Requirements") section of this solicitation, below, for additional information.

² See *generally* 31 U.S.C. §§ 6301–6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

Please note: Any recipient of an award under this solicitation will be required to comply with Department of Justice regulations on confidentiality and human subjects' protection. See "Evidence, Research, and Evaluation Guidance and Requirements" under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

Financial Management and System of Internal Controls

If selected for funding, the award recipient must:

(a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the nonfederal entity 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 nonfederal entity'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 nonfederal entity considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

What will not be funded:

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

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 Cost Approvals

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [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, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.³ The 2015 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. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Director of BJS may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget. The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

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

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on “conference” approval, planning, and reporting available at www.ojp.gov/funding/confcost.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 such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

³ This limitation on the use of award funds does not apply to the nonprofit organizations specifically named at Appendix C to: Appendix VIII to 2 CFR Part 200.]

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 "Solicitation Requirements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

For additional eligibility information, see Title page.

Cost Sharing or Match Requirement

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

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, BJS will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

D. Application and Submission Information

What an Application Should Include

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

Moreover, applicants should anticipate that applications determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJS has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, and resumes/curriculum vitae of key personnel. For purposes of this solicitation, "key personnel" means the principal investigator, and any and all co-principal investigators. 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," "Resumes") for all attachments. Also, OJP recommends that applicants include resumes 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 OJP's 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).

Intergovernmental Review: This funding opportunity (program) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the "Program is not covered by E.O. 12372.")

2. Project Abstract

The project abstract is a very important part of the application, and serves as an introduction to the proposed project. BJS uses the project abstract for a number of purposes, including the possible assignment of the application to a review panel. If the application is funded, the project abstract typically will become public information and be used to describe the project.

Applications should include a high-quality project abstract that summarizes the proposed project in 250–400 words. Project abstracts should be—

- Written for a general public audience.
- Submitted as a separate attachment with "Project Abstract" as part of its file name.
- Single-spaced, using a standard 12-point font (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.

3. Program Narrative

The program narrative section of the application should not exceed 30 double-spaced pages in a 12-point font with 1-inch margins. If included in the main body of the program narrative, tables, charts, figures, and other illustrations count toward the 30-page limit for the narrative section. The project abstract, table of contents, appendices, and government forms do not count toward the 30-page limit.

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

The following sections should be included as part of the program narrative.⁴

Program Narrative Guidelines:

- a. Title Page** (not counted against the 30-page program narrative limit).

⁴ As noted earlier, if the proposed program or project reasonably could be conducted in discrete phases, with each phase resulting in completion of one or more significant, defined milestones, then BJS strongly recommends that the applicant structure the application—specifically including the narrative, expected scholarly products, timelines/milestones, and budget detail worksheet and budget narrative—to set out each phase clearly. (In appropriate cases, the expected scholarly product(s) from a particular phase may vary from those described above.)

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

b. Resubmit Response (if applicable) (not counted against the 30-page program narrative limit).

If an applicant is resubmitting a proposal presented previously to BJS, but not funded, the applicant should indicate this. A statement should be provided, no more than two pages, addressing (1) the title, submission date, and BJS-assigned application number of the previous proposal, and (2) a brief summary of revisions to the proposal, including responses to previous feedback received from BJS.

c. Table of Contents and Figures (not counted against the 30-page program narrative limit).

d. Main Body.

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

- Statement of the Problem.
- Project Design and Implementation.
- Potential Impact.
- Capabilities/Competencies.

Within these sections, the narrative should address:

- Purpose, goals, and objectives.
- Review of relevant literature.
- Detailed description of research design and methods, such as research questions, hypotheses, description of sample, and analysis plan.
- Planned Scholarly Products (See [Goals, Objectives, Deliverables, and Expected Scholarly Products](#) under [Program-Specific Information](#), above, for a discussion of expected scholarly products.)
- Implications for criminal justice policy and practice in the United States.
- Management plan and organization.

- Plan for Dissemination to Broader Audiences (if applicable to the proposed project). Applicants should identify plans (if any) to produce or to make available to broader interested audiences—such as criminal/juvenile justice practitioners or policymakers—summary information from the planned scholarly products of the proposed project (such as summaries of articles in peer-reviewed scientific journals), in a form designed to be readily accessible and useful to those audiences. (Such dissemination might include, for example, trade press articles and webinars.)

All BJS-funded research requires development of a data management plan (DMP) that guides data management activities throughout the agreement and ensures the timely release of the project’s data and derived products after project completion. Applications must include a preliminary data management plan (2-page limit) that explains how data products will be developed, documented, formatted, and delivered to BJS in a manner that ensures optimal utility. Following funding of a proposal, the applicant will coordinate with an identified BJS data steward to develop a comprehensive data management plan, which will be periodically reviewed and enhanced as the project evolves. Though data management plans will differ according to the specific requirements of each project, the DMP is expected to address, at a minimum, the following:

- The roles, rights, and responsibilities of all project participants
- Expected data and metadata
- Data formats, organization, and dissemination approach
- Data retention and release timelines
- Data security, confidentiality protection, and other policy requirements
- Data archiving and preservation of access.

At project completion, all data and complete metadata descriptions must be provided to the BJS data steward. BJS will then submit to the National Archive of Criminal Justice Data (NACJD) at the University of Michigan all datasets that result in whole or in part from this work, along with associated files and any documentation necessary to allow for future efforts by others to reproduce the project’s findings and to extend the scientific value of the dataset through secondary analysis. All datasets and necessary documentation are to be submitted 90 days prior to the end of the project period. For more information, see the “Program Narrative” section of “What an Application Must Include.” For information that BJS has previously agreed not be made publicly available for a period of time or that is undergoing review, data will be placed in a secure area until the period of exclusivity or review has expired.

e. Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post-award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. (Submission of performance measures data is not required for the application.)

Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
<p>Survey all state and territory AG offices over the project period, considering different methodologies available for measuring state AG office activity.</p>	<p>Percentage of deliverables completed that meet expectations.</p>	<p>Submit a detailed written version of work plans to BJS for each survey.</p> <p>Provide three survey design and collection plans that meet expectations.</p> <p>Submit biweekly reports documenting progress in the implementation of the surveys, results of pretests, response rates, and metadata.</p> <p>Submit assessments of data quality for each survey and nonresponse bias assessments and imputation plans, if needed.</p>
	<p>Achieve a 95% survey response rate.</p>	<p>Number of agencies participating in the survey.</p> <p>Number of agencies that responded to the surveys.</p> <p>Number of agencies that completed each of the first two surveys with complete and accurate data.</p>
	<p>Number of scheduled data collection series to be conducted.</p>	<p>Completion of the three surveys of state AG offices.</p>
	<p>Number of completed data collection series completed on time.</p>	
<p>Obtain approval from the Office of Management and Budget (OMB) to field the first two surveys and provide BJS with researchable databases with complete documentation.</p>	<p>Percentage of deliverables that meet expectations.</p> <p>Percent of records in the database that are complete and accurate.</p>	<p>Provide first draft of OMB clearance packages.</p>

	Percentage of records/data in the database that are complete and accurate.	Complete and accurate data on national estimates.
Provide statistical support to BJS to strengthen research and data collection activities, including recommendations on using the surveys' findings for future SSAGO collections.	Percentage of deliverables that meet expectations. Percentage of deliverables that are completed on time.	Submit a list of experts and their CVs. Submit a final report that assess the relevance and utility of the data balanced against the cost of collecting and analyzing the data. The report should also include recommendations about the content of the SSAGO program and the frequency of data collections.
	Quality of project management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs were maintained within approved funds.	Monthly and semi-annual progress reports, final datasets for archiving, project plans, regular communication with BJS, quarterly financial statements, and ad hoc analysis results.

f. Appendices (not counted against the program narrative page limitation) include:

- Bibliography/references.
- Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed project that are supplemental to such items included in the main body of the narrative.
- 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 (including, for example, individuals such as statisticians serving as consultants for conducting proposed data analysis).
- 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. Proposed project timeline and expected milestones.

- A privacy certificate and human subjects protection certification of compliance must be completed for each project proposed in an application.
 - **Privacy Certification.** The privacy certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person, which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable data. A model certificate is located at www.bjs.gov/content/pub/pdf/bjsmpc.pdf.
 - **Human Subjects Protection Certification of Compliance.** BJS requires the funding recipient to submit proper documentation to be used to determine that the research project meets the federal requirements for human subjects protections set forth in 28 CFR Part 46. A model certificate, describing the necessary information to be provided by the funding recipient, can be accessed at www.bjs.gov/content/hscr.cfm.
- 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). (See "Goals, Objectives, Deliverables, and Expected Scholarly Products" under "Program-Specific Information," above, for definition of "scholarly products.")
- Letters of cooperation/support or administrative agreements from organizations collaborating in the project, such as law enforcement and correctional agencies (if applicable).
- List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable).
- Data archiving plan. Applicants should anticipate that BJS will require (through special award conditions, including a partial withholding of award funds) that datasets resulting in whole or in part from projects funded under this solicitation be submitted to BJS for archiving with the National Archive of Criminal Justice Data (NACJD).

Applications should include as an appendix a brief plan—labeled "Data Archiving Plan"—to comply with data archiving requirements. The plan should provide brief details about proposed data management and archiving, including submission to BJS (through NACJD) of **all files and documentation** necessary to allow for future efforts by others to reproduce the project's findings and to extend the

scientific value of the dataset through secondary analysis. Pertinent files and documentation include, among other things, qualitative and quantitative data produced, instrumentation and data collection forms, codebooks, any specialized programming code necessary for reproducing all constructed measures and the original data analysis, description of necessary de-identification procedures, and (when required) a copy of the privacy certificate and informed consent protocols.

The plan should be 1 or 2 pages in length and include the level of effort associated with meeting archiving requirements.

Note that required datasets are to be submitted 90 days before the end of the project period.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. (Work associated with satisfying data archiving requirements should be reflected.) BJS expects applicants to provide a thorough narrative to each section of the Budget Detail Worksheet.

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

b. Budget Narrative

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

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

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

IMPORTANT NOTE: BJS requires that the application include a separate Budget Detail Worksheet and Budget Narrative for each proposed subcontractor or subrecipient of funds associated with the proposed program.

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more noncompetitive procurements of products or services, where the noncompetitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

d. Pre-Agreement Cost Approvals

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

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a current federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the 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 www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.

6. Tribal Authorizing Resolution (if applicable)

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

7. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grantmaking agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grantmaking agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status.

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

8. Additional Attachments

a. Applicant disclosure of pending applications⁵

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

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

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

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

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/Email for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the

⁵ Typically, the applicant is not the principal investigator; rather, the applicant, most frequently, is the institution, organization, or company in which the principal investigator is employed.

separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the past 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

b. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal’s other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant’s other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

- i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:
 - a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and subrecipients) and it has concluded that the design, conduct, or reporting of data collection, research, and evaluation funded by BJS grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of its staff, consultants, and/or subrecipients responsible for the research and evaluation or on the part of the applicant organization;

OR

- b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or subrecipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, 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 could not be given a grant 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), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research 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 applicants must address the issue of 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 potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants **MUST** also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

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

9. Financial Management and System of Internal Controls Questionnaire

In accordance with [2 CFR 200.205](#), federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

10. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

How to Apply

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

BJS 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.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov is designed to forward successfully submitted applications to OJP’s 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 (.)	When using the ampersand (&) in XML, applicants must use the “&amp;” format.		

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:

OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal

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

- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take up to 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. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, 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. 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 number for this solicitation is 16.734, titled "Special Data Collections and Statistical Studies" and the funding opportunity number is BJS-2015-4195.
- 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 and the second will state whether the application has been successfully validated, or 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 well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **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.

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

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, BJS will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How To Apply](#).

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the [Grants.gov Customer Support Hotline](#) or the [SAM Help Desk](#) to report the technical issue and receive a tracking number. Then applicant must email the BJS contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The email must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJS does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time
- 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, including firewalls

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding webpage at www.ojp.gov/funding/Explore/CurrentFundingOpportunities.htm.

E. Application Review Information

Selection Criteria

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

1. Statement of the Problem (Understanding of the problem and its importance) – 20%

This work requires a team with knowledge of the activities of state AG offices and experience in the development of establishment surveys capable of measuring (1) organizational structure, policies, and capabilities; (2) office participation in activities such as task force participation, training, and joint investigations; and (3) summary statistics and case-level data on referrals, investigations, filings, and dispositions. The application should demonstrate knowledge of the

issues surrounding cybercrime that may be informed by a survey of state AG offices to support its argument that the applicant can develop such an understanding of other issues that may be investigated by the SSAGO surveys.

2. Project Design and Implementation (Quality and technical merit) – 25%

This work has multiple design phases, test phases, and implementation phases. Applications will be assessed according to the strength of their methods and analytic and technical approaches to addressing the goals of the three surveys. The applicant team should demonstrate the ability to assess the feasibility of various methods and to choose the most suitable method for each survey. Applications should demonstrate awareness of potential pitfalls of proposed project designs and actions available to minimize or mitigate them. For example, the applicant team should be able to assess the benefits of collecting a census of case-level information on a certain topic versus the development of a sampling plan. It is expected that the methodology may vary for each of the three surveys. The application should demonstrate knowledge of methods for maximizing the response rates in the SSAGO surveys and for designing and conducting nonresponse bias assessment and subsequent data modeling, weighting, and/or imputation.

Beyond survey design and data collection issues, the project team should also be comfortable developing operational definitions on different topics. For example, if there is debate among experts about what constitutes cybercrime, the team is expected to be able to choose among the definitions and develop a survey instrument capable of measuring cybercrime according to that definition. The application should explicitly describe the applicant's plans for identifying and incorporating subject matter experts in its planning activities; as part of this description, the applications should operationalize this aspect of the work for the cybercrime survey. Finally, the application should discuss how the project team will obtain and maintain the state AG community's support for and participation in this data collection effort.

3. Potential Impact – 25%

The applicant team should demonstrate how their plan will provide for significantly improved understanding of the criminal justice system. The team should demonstrate how the proposed surveys will increase knowledge of case handling and the operations of state AG offices, and how this impacts the understanding of the justice system as a whole. The applicants should demonstrate their ability to design surveys capable of producing relevant data that are of utility to the justice system. In addition, they should demonstrate their ability to make recommendations regarding future implementation of the project related to the content and frequency of future surveys.

4. Capabilities/Competencies (Capabilities, demonstrated productivity, and experience of the applicant organization and proposed project staff) – 30%

The applicant team should demonstrate the ability to identify and incorporate the skills of subject matter experts in the production of each survey instrument. The team should be able to choose key indicators for a topic and demonstrate the ability to develop methodologies capable of measuring these key indicators uniformly across state AG offices. The successful applicant should demonstrate experience choosing among different design plans based on the costs and benefits of each plan. A successful applicant must demonstrate methodological knowledge that includes appropriate knowledge of sampling, instrumentation, and procedures relevant to

establishment surveys, as well as data collection methods that yield high response rates and (if needed) the design and implementation of nonresponse bias studies to support data modeling, weighting, and/or imputation to produce sound national estimates. This section should also contain a description of the project's management and organization. The application should also contain a detailed time-task plan showing the time periods for all subtasks, the staffing and their time commitments to each of these subtasks, and the dates for major milestones throughout the project. This plan will be a major focus of the planned kickoff meeting to take place early in the project period.

5. Budget

Peer reviewers will consider and may comment on the following additional items in the context of scientific and technical merit.

1. Total cost of the project relative to the perceived benefit (cost effectiveness)
2. Appropriateness of the budget relative to the level of effort
3. Use of existing resources to conserve costs
4. Proposed budget alignment with proposed project activities
 - The extent to which staff resources allocated in the budget are appropriate for the project tasks (i.e., appropriateness of budgeted items for achieving project goals)
 - The extent to which resources are allocated appropriately for both project staff and for expert consultants in the design phases of the project (the budget narrative should include a detailed time-task plan showing all key phases of the project with associated time periods and project staff loadings, including time loading for contract staff).

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant
- Applications must request funding within programmatic funding constraints (if applicable)
- Applications must be responsive to the scope of the solicitation
- Applications must include all items designated as “critical elements”

- Applicants will be checked against the General Services Administration’s Excluded Parties List

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

BJS may use internal peer reviewers, external peer reviewers, or a combination of the two, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection 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. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on nonfederal entities
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations

All final award decisions will be made by the Director of the Bureau of Justice Statistics. Peer reviewers’ ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, planned scholarly products, proposed budgets, past performance (including scholarly products) under prior BJS and OJP awards, research independence and integrity, strategic priorities, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP award notification will be sent from GMS. Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves a physical signature on 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 agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, that are included in the award, incorporated into the

award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed it on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must submit in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

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

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements⁶ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases.

OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions that OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via OJP's [Mandatory Award Terms and Conditions](#) page of the [Funding Resource Center](#).

As stated above, BJS expects that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard "federal involvement" conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with BJS.

⁶ See *generally* 2 CFR 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

In addition to any “federal involvement” conditions, OJP cooperative agreement awards include a special condition specifying certain reporting requirements in connection with conferences, meetings, retreats, seminars, symposiums, training activities, or similar events funded under the award, consistent with OJP policy and guidance on “conference” approval, planning, and reporting.

BJA awards under this kind of solicitation will also typically include a number of special conditions including, among others, the following four:

- First, the project will be funded as a cooperative agreement. The basis for using a cooperative agreement is to allow BJA substantial involvement in providing information, guidance, and direction related to special data collections and the development of statistical studies. BJA will exercise general approval over the entire project subject to the recipient’s rights to disclose and publish certain information after review and comment by BJA, as set forth in this memorandum.
- Second, the award recipient will agree that no funds provided may be used to author or prepare reports, journal articles, speeches or studies, or other publications without the prior written approval of BJA, regardless of whether the data used in the publications or other releases are publicly available.
- Third, BJA will retain all rights to exclusive use of the data until BJA releases the public use dataset, which will be available to the public via the Internet and at the National Criminal Justice Data Archives at the University of Michigan. The award recipient will not be able to release or disclose any data collected through this cooperative agreement without prior written BJA approval or until the dataset has been released to the public. This includes, but is not limited to, presentations at professional conferences and meetings, press releases, and/or grant applications. BJA-protected data includes all data collected by BJA for which BJA has not yet made a public release of the data, but does not include aggregate results derived from the data by the recipient, provided that such results do not contain any confidential, proprietary, or personally identifiable information.
- Fourth, the award recipient will retain a nonexclusive use of any methodological findings derived by the recipient or BJA from the project subject to the following condition: Only with the prior review and written comment by BJA, which includes the mutual agreement on the representation of BJA methodologies, may the recipient publicly disclose its or BJA’s methodologies derived from the project prior to the release of the dataset. Such review and comment period shall not exceed 45 days of receipt of the proposed publication. Any such disclosures of the recipient’s or BJA’s methodologies must be public in nature and contribute meaningfully to the development and/or advancement of social science research. Public disclosures may include, but are not limited to, presentations at professional conferences and meetings, articles appearing in widely distributed publications, and Internet postings or similar outlets that constitute a broad public release of the methodological information.

General Information About Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semiannual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Applicants should anticipate that progress reports will be required to follow the non-budgetary components of the Research Performance Progress Report (RPPR) template/format.

General information on RPPRs may be found at www.nsf.gov/bfa/dias/policy/rppr/. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative, or administrative requirements of the recipient or the program.

As indicated earlier in this solicitation, BJS recognizes that scholarly products may result from an award under this solicitation. Applicants should review the [Goals, Objectives, Deliverables, and Expected Scholarly Products](#) segment of the “Program-Specific Information” section of this solicitation, as well as the “Performance Measures” section.

In addition to any specific expectation of scholarly products, successful applicants under this solicitation will be required to submit the following deliverables regarding the work funded by the BJS award.

Draft and Final Summary Overview of the Work Conducted under the Award

The overview is expected to provide an overall summary of the work under, and results of, the project funded by BJS under this solicitation. Among other things, the summary overview should address the purpose of the project, project subjects (if applicable), project design and methods, data analysis, project findings, and implications for criminal justice policy and practice in the United States.

A draft summary overview no longer than 10 pages (double-spaced) is to be submitted 90 days prior to the end of the project period for BJS review and comment.

Required Datasets and Associated Files and Documentation

As discussed earlier, BJS requires all datasets that result in whole or in part from the work funded by BJS to be submitted to BJS, along with the final data management plan, associated files, and any documentation necessary to allow for future efforts by others to reproduce the project’s findings and/or to extend the scientific value of the dataset through secondary analysis. The successful applicant will work with BJS to prepare these data for submission to the NACJD. All datasets and necessary documentation are to be submitted 90 days prior to the end of the project period. For more information, see the “Program Narrative” section of [What an Application Should Include](#).

G. Federal Awarding Agency Contact(s)

For additional Federal Awarding Agency Contact(s), see the title page.

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

H. Other Information

Provide Feedback to OJP

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

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

document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

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

Application Checklist

Survey of State Attorney General Offices

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

_____ Acquire a DUNS Number (see page 23)

_____ Acquire or renew registration with SAM (see page 24)

To Register with Grants.gov:

_____ Acquire AOR and Grants.gov username/password (see page 24)

_____ Acquire AOR confirmation from the E-Biz POC (see page 24)

To Find Funding Opportunity:

_____ Search for the funding opportunity on Grants.gov (see page 24)

_____ Download Funding Opportunity and Application Package (see page 23)

_____ Sign up for Grants.gov [email](#) notifications (optional) (see page 23)

_____ Read [Important Notice: Applying for Grants in Grants.gov](#)

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 25)

If no Grants.gov receipt, and validation or error notifications are received:

_____ contact BJS regarding experiencing technical difficulties

(see page 25)

General Requirements:

_____ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

What an Application Should Include:

_____ Application for Federal Assistance (SF-424) (see page 11)

_____ Project Abstract (see page 12)

_____ Program Narrative (see page 12)

_____ Appendices (see page 16)

_____ Budget Detail Worksheet (see page 18)

_____ Budget Narrative (see page 18)

_____ Employee Compensation Waiver request and justification (if applicable) (see page 10)

_____ Read OJP policy and guidance on “conference” approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm

(see page 10)

_____ Disclosure of Lobbying Activities (SF-LLL) (see page 22)

_____ Indirect Cost Rate Agreement (if applicable) (see page 19)

_____ Tribal Authorizing Resolution (if applicable) (see page 19)

_____ Applicant Disclosure of High Risk Status (see page 19)

_____ Additional Attachments

_____ Applicant Disclosure of Pending Applications (see page 20)

_____ Research and Evaluation Independence and Integrity
(see page 21)

_____ Financial Management and System of Internal Controls Questionnaire (if applicable) (see page 22)