

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



FY 2019 Survey of Campus Law Enforcement Agencies (SCLEA) FY 2019 Competitive Grant Solicitation

CFDA # 16.734

Grants.gov Solicitation Number: BJS-2019-16089

Solicitation Release Date: March 29, 2019

Application Deadline: 11:59 p.m. eastern time on May 28, 2019

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is seeking applications for funding to administer the Survey of Campus Law Enforcement Agencies (SCLEA). As the primary source for criminal justice statistics in the United States, BJS is responsible for collecting, analyzing, publishing, and disseminating statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This program furthers the Department's mission by promoting cooperative law enforcement partnerships and advancing effective criminal justice programs using rigorous research and statistics.

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

Eligibility (Who may apply): Eligible applicants are national, regional, state, or local public and private entities, including for-profit and nonprofit organizations (including tribal for-profit and nonprofit organizations); faith-based and community organizations; institutions of higher education (including tribal institutions of higher education); units of local government that support initiatives to improve the functioning of the criminal justice system; and federally recognized Indian tribal governments (as determined by the Secretary of the Interior). (A determination by the Secretary of the Interior is not required for tribes to which federal recognition was extended by virtue of Public Law 115-121, the Thomasina E. Jordan Indian Tribes of Virginia Federal Recognition Act of 2017.)

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

BJS will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). The applicant must be the entity that would have primary

responsibility for carrying out the award, including administering the funding and managing the entire program. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

BJS may elect to fund applications submitted under this FY 2019 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at 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** 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 (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

For assistance with any other requirements of this solicitation, contact Elizabeth Davis, Statistician and Program Manager, by telephone at 202-307-0765, or by email at AskBJS@usdoj.gov. Include “SCLEA FY19” in the subject line.

Post-Award Legal Requirements Notice

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

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

Deadline details

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on May 28, 2019.

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 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.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After

adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

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

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

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FY 2019 Survey of Campus Law Enforcement Agencies (SCLEA) (CFDA # 16.734)

A. Program Description

Overview

Under 34 U.S.C. § 10132 (c)(3), the Bureau of Justice Statistics (BJS) is authorized to “collect and analyze data that will serve as a continuous and comparable national social indication of the prevalence, incidence, rates, extent, distribution, and attributes of crime...” To support this goal, BJS has conducted three waves of data collection with campus law enforcement agencies (LEAs) and will update that collection with this solicitation. The Survey of Campus Law Enforcement Agencies (SCLEA) will focus on the organizational characteristics of campus LEAs to provide accurate and timely national statistics about their personnel, operations, policies, and procedures. This 36-month program includes (1) questionnaire development, (2) frame development, (3) fielding the SCLEA in 2021, and (4) data cleaning, analysis, and delivery of raw and final datasets.

Statutory Authority: 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. BJS is authorized to issue this solicitation under 34 U.S.C. § 10132.

Program-Specific Information

Campus police departments are the most common special-purpose LEAs in the United States. According to the 2008 Census of State and Local Law Enforcement Agencies (CSLLEA), 44% of special-jurisdiction LEAs were serving 4-year public universities/colleges and 2-year colleges. BJS conducted its first SCLEA in 1995 and administered two more waves during the 2004-05 and 2011-12 school years. The 1995 and 2004-05 waves collected data on campus LEAs serving universities offering at least a 4-year degree and enrolling 2,500 or more students and 2-year colleges enrolling 10,000 or more students. The 2011-12 SCLEA expanded the sample to include 4-year college campuses with 1,000 to 2,499 students and 2-year colleges with 2,500 or more students. The 2011-12 SCLEA was administered to both public and private educational institutions.

The 2011-12 SCLEA was administered under the solicitation “*FY 2010 BJS Survey of Campus Law Enforcement Agencies*.” The survey had questions similar to those in the Law Enforcement Management and Administrative Statistics (LEMAS) survey and asked about personnel, budget, equipment, policies, and programs of campus LEAs. A universe list of 4-year and 2-year campuses was compiled using the U.S. Department of Education’s Integrated Postsecondary Education Data System (IPEDS). Review of the Department of Education’s Clery Act data resulted in an estimated 1,600 eligible schools. The 2011-12 SCLEA had an overall response rate of 90% for the core survey group of agencies serving 4-year campuses with 2,500 or more students. The survey was administered through the web, on paper, and by phone. More information on the SCLEA can be found at: <https://www.bjs.gov/index.cfm?ty=dcdetail&iid=247>.

Goals, Objectives, and Deliverables

The goal of the Survey of Campus Law Enforcement Agencies is to produce national statistics about the personnel, operations, policies, and procedures of the nation's campus law enforcement agencies.

The SCLEA is a 36-month program with the goal of providing accurate and timely national statistics about the personnel, operations, policies, and procedures of campus LEAs. The primary objectives are to (1) develop and test a questionnaire, (2) develop a frame of campus LEAs, (3) field the SCLEA in 2021, and (4) conduct data cleaning, analysis, and delivery of raw and final datasets.

Consistent with the use of a cooperative agreement, BJS will be substantially involved in the program. This includes direct oversight and involvement in implementing the program but does not involve day-to-day program management. The following statement of work describes the scope of work necessary for the successful applicant to prepare, design, and carry out the SCLEA and includes the main program deliverables with target end dates.

Applicants should briefly describe how they would accomplish each deliverable in the time frame specified and estimate the costs associated with each deliverable. This should include (1) a description of the specific strategies and/or innovative approaches the applicant would employ to meet each outcome, (2) a description of the capabilities and demonstration of the expertise that will enable the applicant to successfully meet each outcome, and (3) cost estimates for performing the work. The application should describe the applicant's knowledge of the challenges and complexities associated with developing the survey instrumentation, designing the sample, achieving adequate response rates to minimize bias, and describe the proposed approaches to collecting data, developing and testing the survey instrument, administering the survey, and disseminating the findings.

The recipient of funds will complete all work associated with successfully fielding and delivering data for this collection according to the time frames BJS establishes. The specific tasks for this collection are described below. Tasks include instrument design, development, and testing; frame development and sample design; Office of Management and Budget (OMB) clearances (generic clearance for design and testing work and full clearance for a survey); survey administration procedures, including mixed mode as necessary; data collection and verification; sample maintenance and assessments of bias in responses; weighting and imputation; and data-set preparation and delivery, including codebooks and documentation.

The key target dates are—

- Questionnaire testing in August/September 2020.
- Begin frame development by August/September 2020.
- Begin data collection by September/October 2021.
- Conclude data collection by March/April 2022.
- Final data received by July/August 2022.

Task 1: Program management (all years)

- a. Program timeline:** Within 2 weeks of the award start date, the recipient of funds will meet with BJS to discuss the proposed tasks. The recipient of funds will then develop and propose, for BJS approval, a detailed timetable outlining the completion dates for

each task, delivery date for each deliverable and status report, and dates for scheduled meetings.

b. Communications strategy: Applications should include a communications strategy that addresses how the recipient of funds will keep BJS informed about program planning, development, and management.

c. Meetings: Applicants should plan for travel for meetings, including—

- i. A kickoff meeting at BJS to discuss plans and schedule activities for the project period.
- ii. Stakeholder meeting(s) as directed by BJS. These will involve meetings with experts and stakeholders that focus on the content of the survey instrument. A minimum of one stakeholder meeting may be required for the SCLEA for survey development. Applicants should determine the necessity of an expert panel meeting and budget accordingly.
- iii. A wrap-up meeting at the end of the project period to present findings and recommendations to BJS.

d. Progress reports:

- i. Provide semi-annual reports on the status of the award, deliverables, and expenditures uploaded into the Office of Justice Programs (OJP) Grants Management System (GMS).
- ii. Provide quarterly financial reports uploaded into the GMS.
- iii. Provide monthly written reports that update the status on areas such as tasks, timeline, and expenditures.
- iv. During data collection, provide reports on the status of sample collection and paradata, such as the number of interviews worked per reporting period, response rates, field costs, etc.

e. Data management plan: The recipient of funds is required to develop and maintain a data management plan (DMP) that describes how the data collected under BJS's authority for the program will be handled, processed, maintained, and disposed. The DMP should provide general program information and describe the specific procedures that will be used to handle and process the data during the award period. For programs including information identifiable to a private person or personally identifiable information (PII), the DMP should complement the information provided in the Privacy Certificate (28 C.F.R. 22.23) to describe controls in place to protect data confidentiality.

The DMP must provide, at a minimum, information about the following categories:

- i. *Program team:* List the program team members (including the individuals tasked with drafting and overseeing the DMP), identify their roles, and provide their contact information.
- ii. *Data elements and characteristics:* Provide a list of the specific data variables that will be collected, data type (e.g., survey or administrative data), and data sources. Identify whether data formats adhere to standard data documentation formats, list associated metadata as applicable, and specify the standards and data naming conventions used.
- iii. *Record lifecycle:* describe the physical and technical pathways and requirements for data that are collected or maintained for the program(s), including the data

destination(s), transport method(s) from the data provider and to BJS, storage site(s) and method(s), file format(s), file sizes, file categories (e.g., PII, public data, etc.), sensitivity categorization(s), file path location(s), backup procedures, and data destruction method(s).

- iv. *Incident response plan*: describe the procedures the award recipient will follow in the event of a real or suspected breach of data including PII that are collected or maintained in conjunction with the program.
- v. *Data use agreements*: as applicable, for each data use agreement that is executed with an external data provider for the program, summarize the terms and requirements that the award recipient will be responsible for fulfilling and describe what steps will be completed to ensure all applicable terms and requirements are complied with, e.g., Institutional Review Board (IRB) approval process, encrypting data in transit and at rest, limiting access to PII, and ensuring the technical and physical security of data, including data access protocols. Where applicable, summarize mitigations for data security, ethical, intellectual property and privacy issues.
- vi. *Data archiving*: describe the data elements, how the data will be prepared for archiving and what level of access will be assigned, e.g., as public use files, restricted access, or other.
- vii. *Staff training*: list the specific training courses program staff are required to complete as a condition of funding and the completion dates.
- viii. *Resources*: identify and describe the equipment, expertise, and software tools used to complete program activities including data curation, data exchange, and access between parties.

The recipient of funds will complete the DMP in collaboration with the BJS Program Manager and submit to BJS for review and approval no later than 60 days after the award start date. The award recipient will maintain an updated version of its DMP throughout the program period and receive written BJS approval prior to making changes to the approved plan. The award recipient must submit an updated copy of the DMP for review with its semi-annual progress reports and at any time upon the request of BJS.

Required deliverables: (1) A written timeline for the entire program (all tasks) with the design and program tasks more fully specified, (2) biweekly program meetings, (3) semi-annual reports as required by OJP, (4) quarterly financial reports as required by OJP, (5) progress reports due within 15 business days after the end of each month or at a time determined mutually between BJS and the successful applicant, and (6) a DMP due within 60 days of the award start date.

Task 2: Instrumentation and expert panel meeting

The recipient of funds will work with BJS to finalize the 2021 SCLEA instrument so that data collection can begin in September/October 2021. The recipient of funds will be expected to evaluate item nonresponse from the 2011-12 SCLEA to inform recommendations on the retention of past survey items. Past SCLEA waves have utilized a long and short form of the instrument, depending on the number of students enrolled. The recipient of funds will be expected to evaluate the necessity of two instruments for the 2021 SCLEA. The recipient will organize an expert panel meeting to evaluate past survey items, discuss the use of multiple

instruments, and discuss the current needs and priorities of campus LEAs. Following the expert panel meeting, the recipient will develop draft instrumentation.

The recipient of funds should prepare an OMB generic clearance for the cognitive testing and frame development work. Once draft instrumentation is developed, the recipient will cognitively test the survey(s) to refine the survey content and assess the feasibility of the items and wording of questions. BJS will provide key indicators for the questionnaire development and work with the recipient to ensure that the final survey items are constructed so that estimates can be compared to those from past SCLEA surveys. The recipient will work with BJS to evaluate the results of the cognitive testing and adjust the instrument as necessary. The final questionnaire(s) will be approved by BJS prior to administration. Applicants should recommend the survey's primary mode of administration and the backup mode.

BJS provides: universe of survey items and key indicators for core questionnaire development.

Required deliverables: (1) hosting of expert panel meeting to discuss priorities for the 2021 SCLEA; (2) draft instrument(s); (3) draft OMB generic clearance materials; (4) cognitive testing of 2021 SCLEA, including detailed report of the results and recommendations for modifications; and (5) final survey(s), including screenshots if a web-based data collection is proposed.

Task 3: Frame development and sampling

The 2011-12 collection involved a census of 4-year and 2-year institutions with 2,500 or more students and a sample of 4-year institutions with 1,000 to 2,499 students. BJS anticipates maintaining this design, but the recipient of funds should plan to evaluate the design to determine if such an approach can reliably produce national estimates for 4-year institutions with 1,000 to 2,499 students. The recipient of funds should also plan to evaluate the types of schools and agencies that will be considered in scope, as noted below.

The recipient of funds will update the frame for the 2021 SCLEA. BJS will provide the recipient of funds with the development materials and dataset from the 2011-12 SCLEA and with data (including contact information) collected during the 2018 CSLLEA from LEAs with sworn personnel at public universities. The recipient must ensure that point-of-contact (POC) information is current. Applicants should document how the frame update can be achieved. Additional work will be needed on the frame to identify campuses that have security departments with nonsworn officers and private universities with either sworn or nonsworn personnel. While some of this information is available from the 2011-12 SCLEA, the recipient should expect to update that information. BJS expects to designate agencies employing nonsworn security personnel as in scope. Applicants should describe methods and sources to develop the SCLEA frame, including consideration of past efforts using IPEDS. As with past SCLEA waves, a campus must meet the minimum enrollment threshold and operate its own police department employing sworn police officers or security department employing nonsworn security officers. Agencies that serve multiple campuses will be treated as a single respondent. The frame will exclude campuses that rely on contractual arrangements with external LEAs or private security firms for law enforcement services. Primarily online institutions will be excluded from the frame. BJS and the recipient will jointly determine whether for-profit institutions will be in scope. The recipient of funds should plan to evaluate the inclusion of 2-year colleges in the frame as part of frame development.

The recipient of funds should develop a sampling methodology for the 2021 SCLEA, taking into consideration past methodologies and determining whether there is an alternative methodology for producing national estimates. Final decisions about sample design and weighting procedures will require BJS approval. Applicants must demonstrate knowledge of sampling strategies and provide options for stratification.

Required deliverables: (1) documentation on frame development, including data sources, case inclusion and exclusion; (2) final 2021 SCLEA frame; (3) sampling methodology; and (4) final sample for 2021 SCLEA.

Task 4: OMB clearance

The recipient of funds will provide BJS draft materials for OMB clearance for the SCLEA. Materials for the full data collection include the 30- and 60-day notices, Form 83-I, the supporting statement, and copies of all survey documents, including but not limited to questionnaires, all instructions and follow-up documents, and any telephone scripts. BJS will provide sample documents as needed. Applicants should plan on a period of 6 months to obtain clearance, which includes BJS internal review. Full OMB clearance must be obtained by August 2021.

Required deliverables: draft materials for OMB clearance for the information collection.

Task 5: Survey administration and data collection procedures

Applicants should provide a detailed plan on the survey protocols to be implemented, including quality control procedures, administration techniques to ensure data quality and completeness to minimize bias in the estimates, and recommended survey mode(s). The plan should anticipate a data collection period of up to 8 months (September/October 2021 to March/April 2022) in length. Applicants should also describe the methods used to ensure high response rates, including nonresponse follow-up procedures and marketing plans. The recipient of funds will develop the proposed data edits, data conversion, nonresponse adjustment procedures, and data documentation for BJS review. Data edits and processing must be documented thoroughly for verification.

The recipient of funds must have a system in place to verify the consistency, accuracy, and nonresponse of completed surveys and should conduct verification throughout the process to minimize nonresponse bias. The recipient should present a plan to describe nonresponse bias and data quality procedures. The recipient must provide summary reports about the status of the collection, including the overall response rate, response rate for selected subsets (such as all strata in the sample design), assessment of nonresponse bias, and other information to be determined in conjunction with the BJS Program Manager. Past SCLEA surveys have achieved at least an 80% response rate. BJS aims to achieve a high response rate and to minimize bias in attaining national representation. The recipient must minimize bias in unit- and item-response rates, subject to cost and time constraints. Applicants should provide a statement of the approach(es) to identify and minimize bias, including a discussion of nonresponse bias analysis plans if unit-nonresponse rates fall below 80% and imputation procedures for items that are missing.

Required deliverables: (1) operational electronic data collection method; (2) written documentation of data processing procedures and data cleaning; (3) field progress reports of any problems with data collection activities and the corresponding remedial action, along with a

written report of findings from the survey administration, including unweighted counts, based on the data; (4) weekly reports to assess response rates, data quality, and nonresponse bias; (5) a marketing plan and materials; (6) preliminary raw data at 50% and 75% response rate in SPSS; and (7) detailed documentation of all modifications to the raw data file.

Task 6: Final verification and dataset

The recipient of funds must conduct final verification procedures before delivering a final dataset to BJS. Data issues must be reported to BJS for resolution. The recipient of funds must provide a well-developed and justified approach to addressing item-specific missing or incomplete data, including any proposed data allocation, imputations, or nonresponse adjustments.

The recipient of funds will produce a final data file following BJS specifications. The recipient will also provide supporting documentation, including a final report, analysis file, and codebook documentation. Documentation should also describe the sampling plan, performance of the sample, description of weighting procedures, and codes that identify aspects of data quality from the collection (such as missing data and imputed values) that allow users to appropriately analyze the data. Final dataset delivery should be done by August 2022.

Required deliverables: (1) documentation of any data challenges, (2) raw status file and final cleaned dataset, and (3) final study report and codebook documentation.

BJS award recipients that serve as data collection agents may need to pass an OJP background check. They may also be required to complete some of their work on the OJP network using OJP-hosted applications. OJP may request copies of the codebase, database, and related documentation for any applications developed using BJS funds. Required documentation includes functional specifications and installation instructions.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

Information Regarding Potential Evaluation of Programs and Activities

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

B. Federal Award Information

Maximum number of awards BJS expects to make	1
Estimated maximum dollar amount for each award	up to \$750,000
Total amount anticipated to be awarded under solicitation	up to \$750,000
Period of Performance start date	October 1, 2019
Period of Performance duration	36 months

BJS may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or program was last competed, 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 to make any award under this solicitation in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

Cooperative agreements include a condition in the award document that sets out the nature of the “substantial federal involvement” in carrying out the award and program. Generally stated, under OJP cooperative agreement awards, responsibility for the day-to-day conduct of the funded program rests with the recipient. OJP, however, may have substantial involvement in matters such as substantive coordination of technical efforts and site selection, as well as review and approval of program work plans, research designs, data collection instruments, and major program-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the program if necessary.

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

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements¹ as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

Information System Security and Privacy Requirements

Award recipients and subrecipients that serve as BJS data collection agents to collect, receive, handle, maintain, transfer, process, store, or disseminate personally identifiable information (PII) (e.g., names, Social Security numbers, last-known addresses, or FBI, state, or Department of Correction (DOC) ID numbers) under BJS’s authority in conjunction with the funded activities must maintain the appropriate administrative, physical, and technical safeguards to ensure that information systems are adequately secured and protected against unauthorized disclosure, in accordance with applicable federal laws, regulations, and other authorities.

Specifically, BJS award recipients and subrecipients are required to, as applicable—

- Follow the [DOJ Cybersecurity and Privacy Rules of Behavior for General Users](#), which pertain to the use, security, and acceptable level of risk for DOJ systems and applications.

¹ The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

- Assess and secure information systems in accordance with the [Federal Information System Modernization Act](#) (FISMA) (P.L. No. 107-347), which appears as Title III of the E-Government Act of 2002 (P.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 data set or product without the express written consent of BJS.
- Reduce the volume of PII 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.
- Notify BJS, within one hour of discovery, of all security incidents that impact a FISMA-defined information system used to support award activities.
- Log all computer-readable data extracts from databases holding sensitive information and ensure that each extract including sensitive data has been erased within 90 days or that its use is still required.
- Ensure all contracts involving the processing and storage of PII comply with DOJ policies on remote access and security incident reporting.
- Complete data security and confidentiality trainings.
- Employ formal sanctions for anyone failing to comply with DOJ policy and procedures, in accordance with applicable laws and regulations.

Applicants are advised that OJP may audit the FISMA-defined information systems that are used by award recipients 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 federal statutes, regulations, and other authorities that govern data collected and maintained under BJS's authority. The guidelines are available at https://www.bjs.gov/content/pub/pdf/BJS_Data_Protection_Guidelines.pdf.

Budget Information

BJS will not fund proposals—

- Primarily to purchase equipment, materials, or supplies. (A budget may include these items if they are necessary to conduct data collection, research, development, demonstration, evaluation, or analysis.)
- That do not respond to this specific solicitation.

Cost Sharing or Matching 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 program 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 page 2 of the 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 Postaward Requirements at <https://ojp.gov/financialguide/DOJ/index.htm> for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

For applicants seeking the waiver, see [OJP Grant Application Resource Guide](#) for information.

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. See [OJP Grant Application Resource Guide](#) for information.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on costs associated with language assistance that may be allowable.

C. Eligibility Information

For eligibility information, see 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

For this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, and résumés/curriculum vitae of key personnel. For purposes of this solicitation, “key personnel” means the principal investigator and any and all co-principal investigators.

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

1. Complete the Application for Federal Assistance (Standard Form (SF)-424)

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

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

2. Project Abstract

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

Applications should include a high-quality project abstract that summarizes the proposed project in 400 or fewer 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 (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.

3. Program Narrative

The program narrative section of the application should not exceed 30 double-spaced pages in 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:

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

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

- b. **Table of Contents and Figures** (not counted against the 30-page program narrative limit).
- c. **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 main body of the program narrative:²

- Statement of the Problem, including—
 - Purpose, goals, and objectives.
 - Review of relevant literature. This section does not need to include a history of the SCLEA data collection, unless relevant to the overall literature review.

- Project Design and Implementation, including a detailed description of research design and methods, including innovative approaches to address all deliverables outlined in the statement of work. This should include a discussion of—
 - The design of the data collection.
 - The survey administration protocols developed to implement the collection.
 - The types of paradata needed to track the implementation of the collection and provide meaningful information to BJS about the fielding of the survey.
 - The administrative costs associated with the collection.

- Capabilities and Competencies, including a management plan and organization

- Plan for Collecting the Data Required for this Solicitation’s Performance Measures.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under “Goals, Objectives, and Deliverables” in [Section A. Program Description](#).

Applicants should visit OJP’s performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Performance measures for this solicitation are listed in [Appendix A: Performance Measures Table](#).

The application should demonstrate the applicant’s understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

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

² For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

Note on Project Evaluations

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

4. Budget Information and Associated Documentation

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for details on the Budget Detail Worksheet, and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and pre-agreement costs.

5. Indirect Cost Rate Agreement (if applicable)

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for information.

6. Tribal Authorizing Resolution (if applicable)

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

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

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (Questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this Questionnaire.

8. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

9. 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. For additional information on the submission requirements for this disclosure, see the [OJP Grant Application Resource Guide](#).

10. Applicant Disclosure and Justification – DOJ High Risk Grantees³ (if applicable)

An applicant that is designated as a DOJ High Risk Grantee is to submit in GMS, as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named “DOJ High Risk Grantee Applicant Disclosure and Justification.” (See, also, “Review Process,” below, under Section E. Application Review Information, for a brief discussion of how such information may be considered in the application review process.) See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

11. 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. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

12. 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 (IRS) regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (question 9c in the “OJP Financial Management and System of Internal Controls Questionnaire” located at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> and 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”).

³ A “DOJ High Risk Grantee” is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

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 IRS 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).

13. Additional Attachments

The following appendices should be included with the application (not counted toward the 30-page program narrative requirement):

- a. 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 information. Applicants must specify in the Privacy Certificate the specific controls used to safeguard directly identifiable information against unauthorized disclosure. All project staff, including information technology personnel, subcontractors, and/or consultants, with access to identifiable data collected in conjunction with the BJS-funded activities are required to sign a Privacy Certificate to affirm their understanding of and agreement to comply with the terms of access and privacy requirements. Award recipients are responsible for maintaining an updated list of individuals with access to identifiable information and for ensuring that new staff who gain access to such information during the project period sign a Privacy Certificate. A model certificate is located at <https://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 C.F.R. Part 46. A model certificate, describing the

necessary information to be provided by the funding recipient, is located at <https://www.bjs.gov/content/hscr.cfm>.

- b. Bibliography or references.
- c. Any tools, instruments, tables, charts, or graphs pertaining to the proposed program that are supplemental to such items included in the main body of the narrative.
- d. Curriculum vitae or résumés of the principal investigator and any and all co-principal investigators. In addition, curriculum vitae, résumés or biographical sketches of individuals (regardless of investigator status) who will be significantly involved in substantive aspects of the proposal (including individuals such as research methodologists serving as consultants to develop sampling strategies; and data experts familiar with prosecutor offices or emerging issues in prosecution).
- e. List (to the extent known) of all proposed program 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 the expert panel. The list should include, for each individual and organization, the name, title (if applicable), employer or other organizational affiliation, and roles and responsibilities proposed for the program. For the expert panel, the persons do not need to be identified by name, but the types of persons or organizations should be included.
- f. A detailed proposed program timeline with expected milestones and level of staff effort for each phase of work.
- g. List of any previous and current BJS awards to the 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).
- h. Letters of cooperation/support or administrative agreements from organizations collaborating in the program, such as universities, prosecutors, professional prosecutor organizations, or other membership groups.
- i. List of other agencies, organizations, or funding source to which this proposal has been submitted (if applicable).

How to Apply (Grants.gov)

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

- CFDA # 16.734, Special Data Collections and Statistical Studies.
- BJS-2019-16089.

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

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 (10%)**—The application should demonstrate knowledge of the issues and information needs surrounding campus LEAs and how this information could be used to inform policy decisions. The applicant should demonstrate familiarity with BJS’s past campus LEA collections and how they will supplement prior data collections.
2. **Project Design and Implementation (40%)**—This program will proceed in discrete tasks. Applicants should include descriptions of how each deliverable will be addressed and developed. In addition, the application should include (1) an understanding of the information needs of campus LEAs, (2) survey items from previous SCLEA data collections that can be used to track trends over time, (3) issues related to tracking in-service campus LEAs over time and having current contact information, and (4) successfully fielding the data collection with a high response rate. The applicant should propose a timeline and task plan that address each major deliverable, the level of effort for key staff for that deliverable, and an estimated delivery date for each deliverable. (This can be one of the appendices, but it should be referenced in the narrative.)
3. **Capabilities and Competencies (30%)**—This work requires a team with (1) knowledge of the work of LEAs, (2) knowledge of how variation among LEAs impacts outreach and survey items, and (3) survey and sampling experts. The applicant should discuss its ability to successfully complete the SCLEA. This can include descriptions of past work related to this topic and the relevant skills and experience of the proposed program staff. The applicant should provide a clear description of the program’s management and organization that supports completion of the program’s milestones within expressed time frames. The applicant should demonstrate the team’s knowledge of law enforcement, including identifying relevant organizations, persons, and literature. Finally, the team should include persons capable of fielding large surveys, managing the data collection, completing any statistical weighting or imputation, and delivering complete data sets to BJS at the close of the program.
4. **Plan for Collecting the Data Required for this Solicitation’s Performance Measures (5%)**—Demonstration of the efficiency of the data collection activities as required to measure the program’s performance in a low-cost manner and within the time frames given.
5. **Budget (15%)**—Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budgets should be complete, cost-effective, and allowable (e.g., reasonable, allocable, and necessary for program 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 program.⁴

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. See the [OJP Grant](#)

⁴ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

[Application Resource Guide](#) for information on the application review process for this solicitation.

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

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

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

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

Administrative, National Policy, and Other Legal Requirements

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application. See the [OJP Grant Application Resource Guide](#) for additional information on administrative, national policy, and other legal requirements.

Information Technology (IT) Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

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

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

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

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

H. Other Information

Freedom of Information 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. See the [OJP Grant Application Resource Guide](#) for information on DOJ and OJP processes with regard to application information requested pursuant to FOIA.

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

Appendix A: Performance Measures Table

Objective	Performance Measure(s)	Data Recipient Provides
<p>Program management, including the submission of progress reports.</p>	<p>Number of deliverables completed on time, as determined by BJS.</p> <p>Number of deliverables that meet expectations, as defined by BJS.</p>	<p>The applicant should provide timely deliverables that meet the outlined expectations for program management.</p> <p>Deliverables include—</p> <ul style="list-style-type: none"> (a) Semi-annual reports reflecting program activities, deliverables met, and expenditures to date uploaded into the GMS. (b) Quarterly financial reports ensuring program funds are being used proportionately uploaded into the GMS. (c) Timeline of all activities. (d) Monthly progress reports reflecting activities and expenditures in each area of the program. (e) Data Management Plan.
<p>Develop and test survey, contact strategy, and marketing plan.</p>	<p>Number of deliverables completed on time, as determined by BJS.</p> <p>Number of deliverables that meet expectations, as defined by BJS.</p>	<p>The applicant should provide timely deliverables that meet the outlined expectations for survey development and testing, and contact and marketing strategies.</p> <p>Deliverables include—</p> <ul style="list-style-type: none"> (a) Draft survey. (b) Draft contact and marketing plans. (c) Generic OMB clearance request to test survey. (d) Cognitive test and report. (e) Revised survey, contact, and marketing plan.

Objective	Performance Measure(s)	Data Recipient Provides
<p>Develop frame and sampling plan, conduct data collection, provide raw and final data set and documentation.</p>	<p>Representative sample design.</p> <p>Conduct the data collection.</p> <p>Raw data converted to standardized format.</p> <p>Data that is comprehensive and accurate.</p> <p>Final report with a comprehensive overview of the program.</p> <p>Number of deliverables completed on time, as determined by BJS.</p> <p>Number of deliverables that meet expectations as defined by BJS.</p>	<p>Complete frame and representative sample provided.</p> <p>Conduct the data collection, implementing the contact plan and marketing strategy.</p> <p>Provide raw dataset.</p> <p>Provide final dataset.</p> <p>Complete a final program report.</p> <p>Deliverables include—</p> <ul style="list-style-type: none"> (a) Sampling plan that meets BJS's approval. (b) Full Paperwork Reduction Act clearance from OMB. (c) Data documentation, including an analysis file and codebook documentation.

Appendix B: Application Checklist

FY 2019 Survey of Campus Law Enforcement Agencies (SCLEA)

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

What an Applicant Should Do:

See [OJP Grant Application Resource Guide](#) for more information on all sections.

Prior to Registering in Grants.gov:

- Acquire a DUNS Number
- Acquire or renew registration with SAM

- Register with Grants.gov (see page 20)

- Search for the Funding Opportunity on Grants.gov (see page 20)
- Read [Important Notice: Applying for Grants in Grants.gov](#) (see page 3)
- Read OJP Policy and Guidance on Conference Approval, Planning, and Reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see page 14)

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

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

- contact BJS regarding experiencing technical difficulties

Overview of Post-Award Legal Requirements:

- Review the [OJP Grant Application Resource Guide](#)

Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$750,000.

Eligibility Requirement: See the title page

What an Application Should Include:

The following items are critical application elements required to pass BMR. An application that OJP determines does not include the application elements designated to be critical, will neither proceed to peer review, nor receive further consideration.

- Abstract (see page 15)
 - Program Narrative (see page 15)
 - Budget Detail Worksheet (including narrative) (see page 17)
-
- Application for Federal Assistance (SF-424) (see page 14)
 - Project Abstract (see page 15)
 - Program Narrative (see page 15)
 - Budget Detail Worksheet (including Budget Narrative) (see page 17)
 - Indirect Cost Rate Agreement (if applicable) (see page 17)
 - Tribal Authorizing Resolution (if applicable) (see page 17)
 - Financial Management and System of Internal Controls Questionnaire (see page 17)
 - [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see page 17)
 - Applicant Disclosure of Pending Applications (see page 17)
 - Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see page 18)
 - Research and Evaluation Independence and Integrity (see page 18)
 - Disclosure of Process related to Executive Compensation (see page 18)
 - Request and Justification for Employee Compensation; Waiver (if applicable) (see page 14)
 - Additional Attachments (see page 19)