



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is pleased to announce that it is seeking applicants for the National Victimization Statistical Support Program (NVSSP), a project to support BJS's statistical methodology research, statistical analyses, and reporting on criminal victimization statistics. As the principal federal statistical agency in the Department, BJS is responsible for the collection, analysis, publication, and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This project furthers the Department's mission to identify the most pressing challenges confronting the justice system and to provide information in support of innovative strategies and approaches for dealing with these challenges.

National Victimization Statistical Support Program (NVSSP) Solicitation

Eligibility

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

Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How to Apply," page 17.) All applications are due by 11:59 p.m. Eastern time on Friday, June 3, 2011. (See "Deadlines: Registration and Application," page 3.)

Contact Information

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

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

For assistance with any other requirement of this solicitation, contact Michael Planty, BJS Statistician, at 202-307-0765 or by e-mail at askbjs@usdoj.gov. Include "nvssp2011" in the subject line.

Grants.gov number assigned to announcement: **2011-BJS-2989**

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National Victimization Statistical Support Program (NVSSP) (CFDA #16.734)

Overview

The Bureau of Justice Statistics (BJS) seeks an agent to implement the National Victimization Statistical Support Program (NVSSP) project. The NVSSP is designed to provide scientific and technical support for statistical and methodological research, statistical analyses, documentation, and dissemination in support of BJS's efforts related to the redesign of its National Criminal Victimization Survey (NCVS); enhance BJS's statistical reporting program from the NCVS and other federal data on criminal victimization; and supports BJS efforts to use the NCVS to inform its future decisions about the design and content of its victimization statistics program. Through this project, BJS seeks to expand its capacity to conduct analyses of the NCVS and other criminal victimization data and create technical documentation related to the survey's collection process as a means of increasing the breadth of substantive issues that it addresses with the NCVS, both in the short-run and longer-term. BJS intends to fund the NVSSP project through a cooperative agreement for a five-year period. BJS is authorized to issue this solicitation under 42 U.S.C. § 3732(c).

Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 11:59 p.m. Eastern time on Friday, June 3, 2011. Please see the "How to Apply" section, page 17 for more details.

Eligibility

Please refer to the title page for eligibility under this program.

Project-Specific Information

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

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

[Surveying Victims: Options for Conducting the National Crime Victimization Survey](#) (National Research Council 2008), and [Ensuring the Quality, Credibility, and Relevance of U.S. Justice Statistics](#) (National Research Council 2009).

BJS has initiated several research projects (available at www.bjs.gov/content/pub/pdf/research_proj.pdf) that respond to one or more of the CNSTAT panel's recommendations focusing on survey response rates, data collection modes, and instrument design. Westat, Inc., the grantee for the local area estimation project, has released their report (located at www.bjs.gov/content/pub/pdf/westat_lae_5-19-10.pdf) summarizing options relating to local area estimation. An additional solicitation for development and testing of methods to obtain subnational estimates available at www.bjs.gov/index.cfm?ty=fun#270 was initiated in FY2010. Questions and answers located at www.bjs.gov/content/pub/pdf/qa_msa.pdf are also available from a NCVS redesign session hosted by BJS on April 27, 2010. This session was held to discuss methodological research to support the redesign of the National Crime Victimization Survey: Sub-National Estimates.

Goals for the NVSSP

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

1) to enhance the capabilities of the current NCVS to address key substantive issues in criminal victimization and to better understand the limitations of the current design for addressing these issues; 2) enhance BJS's capacity to use the NCVS and other statistical collections to report on key policy issues in criminal victimization; and 3) enhance the use of the NCVS by the broader research and stakeholder communities. The NVSSP will assist BJS in its efforts to increase the utility and value of the NCVS, both internally and externally, and contribute to BJS developing a more active statistical research program in criminal victimization. The primary tasks to achieve these objectives include 1) implementing the statistical research agenda that BJS and NVSSP devise; 2) producing routine statistical tabulations from the NCVS and responding to requests for routine statistics; 3) enhancing technical documentation about the NCVS data; 4) establishing a secure public- and restricted-use data center; 5) compiling other data on criminal victimization; 6) identifying research affiliates and facilitating their involvement in implementing the NVSSP statistical research agenda; 7) developing a dissemination strategy; and 8) devising, implementing, and maintaining a project communications strategy.

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

Objectives (project tasks) for the NVSSP

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

Objective 1: Implement statistical research in support of BJS's research agenda.

This objective outlines the tasks to support the development, production, and dissemination of high-quality, timely, and reliable statistical reports on victimization topics, with relevance to the needs of BJS, policy makers, researchers, and other external stakeholders. BJS intends to undertake three types of statistical research through the NVSSP, and applicants should describe how they intend to meet this research agenda, which includes—

1. Collaborating on BJS topical reports.
2. Developing “R&D” (statistical research and development) products that address technical issues pertaining to the NCVS, but that also make substantive contributions about criminal victimization.
3. Variance estimation.

These products are described more fully below, and the statistical products are primarily for release as BJS publications. BJS also encourages the NVSSP to seek other outlets for publishing research undertaken through this project, such as peer-reviewed journals. However, for a specific project initiated at BJS’s request to fulfill a specific BJS need, BJS intends the initial research product to be released through one of the BJS vehicles outlined below.

1. BJS topical reports.

The NVSSP will assist BJS in producing BJS topical reports from NCVS data. By participating in the production of BJS reports, the NVSSP will assist the larger NCVS redesign effort by expanding BJS staff capacity to address critical tasks associated with the NCVS redesign project.

The BJS report product line is evolving to accommodate different types of reports that can address specific needs. The line includes, for example—

- BJS bulletins, which provide a “first cut” of a newly completed collection and report the “latest” statistical information about a topic. Examples of BJS bulletins include—
 - *Criminal Victimization, 2009* (available at www.bjs.gov/content/pub/pdf/cv09.pdf)
 - *Victims of Identity Theft, 2008* (available at www.bjs.gov/content/pub/pdf/vit08.pdf);
- BJS special reports, which address an issue in more depth than the bulletins. Examples of BJS special reports include—
 - *Third Party Involvement in Violent Crime* (available at www.bjs.gov/content/pub/pdf/tpivc99.pdf)
 - *Victimization during Household Burglary* (available at www.bjs.gov/content/pub/pdf/vdvhb.pdf)
- Patterns and trends reports, which identify and describe trends in key variables by focusing and decomposing them into component parts that explain the trends. The content of this report type is evolving, but examples of reports that give indications of how BJS views the patterns and trends include—

- *Indicators of School Crime and Safety 2010* (prepared jointly with the National Center for Education Statistics) (available at www.bjs.gov/content/pub/pdf/iscs10.pdf, e.g., indicators 2, 3, 4)
- *Age Patterns in Violent Victimization, 1976-2000* (available at www.bjs.gov/content/pub/pdf/apvv00.pdf)
- Issue briefs that focus on a specific topic that is timely or newsworthy and provides data to help inform the public's understanding of the issue.

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

Applicants to this solicitation should outline a set of victimization-related topics they consider to be important that should be addressed by BJS. BJS will assess the proposed topics as an indicator of the applicant's substantive understanding of BJS publications from the NCVS and of issues that could be addressed by the NCVS. As there is a myriad of potential products that could be developed from the NCVS, BJS is looking for the applicants' take on priority issues that should be addressed through BJS's emerging product lines.

All BJS products derived from this solicitation must be prepared in accordance with BJS data quality guidelines. (See www.bjs.gov/content/dataquality/dataquality.cfm.)

Applicants should describe the process they will use to follow the guidelines and the process to be used to deliver all components of a BJS report project, including text, data for tables and figures, documentation of verified computer programs, text-to-table verifications, and .csv files with final versions of data that appear in tables and figures. NVSSP staff should plan to work with the BJS production staff to meet reporting standards. This will include revising text, tables, and estimates when appropriate. NVSSP staff members will work with BJS staff to archive all products and supporting technical documentation.

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

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

BJs expects applicants to propose other substantive topics. In proposing topics applicants should demonstrate an in-depth understanding of the NCVS and how the proposed topics will address important gaps in our understanding of the performance of the NCVS or gaps in BJS portfolio of products. Applicants should consider proposing an outline for a five-year R&D victimization-related research agenda.

2. Statistical R&D products.

The NVSSP should plan to implement a statistical research and development agenda that results in the production of two volumes of BJS's *Methodological Studies: Criminal Victimization Statistics Series*. The specific topics and content for each volume will be determined jointly by BJS and the NVSSP. As with topical reports, BJS will remain the final decision-making authority for all research projects conducted to meet this objective. These edited volumes will disseminate commissioned papers that address substantive and methodological issues in criminal victimization that inform the ongoing operations and design of the NCVS. All papers for the volumes are to be empirical research products that use NCVS and other data on criminal victimization and that assess reliability of estimates and produce recommendations to BJS about the design of the NCVS.

Examples of the types of papers that BJS considers could be incorporated in these volumes include—

- The reliability of one- and two-year estimates of the prevalence of violent victimization, using the current rotating panel design of the NCVS, and addressing the incidence, prevalence, and concentration of criminal victimizations.
- Production of annual prevalence estimates of crime for persons and households.
- Estimates of the probability of arrest for violent crime, addressing censoring issues with the NCVS.
- Estimates of harm to victims of crime and the capacity and limitations of the NCVS for estimating social costs of crime.
- Generating annualized crime rates from 3, 6, and 9 months of NCVS data, and addressing seasonality issues in the NCVS for the purpose of producing reliable, early statistics on annual crime rates.
- Methods for annually adjusting NCVS crime rates for age, race, and sex (and other variables) to strengthen analysis of changes in crime rates over time.
- Adjustment factors for the 2006 “anomaly” in the NCVS; developing, testing, and implementing methods to assess the purported anomaly and providing recommendations for treating the estimates in an effort to maintain trend continuity.
- Comparison of the performance of direct variance estimation with generalized variance functions (GVFs) and recommendations on the utility of the GVFs for different crime types or subgroups in the population.
- Small or generic area estimates from the NCVS that provide reliable crime data for types of places.
- Linking NCVS data to other sources for the purposes of describing generic areas and the relationship between area-attributes and crime rates.
- Attribute-based assessments of changes in crime over time.
- Estimates of the attributes of criminal victimizations that result in imprisonment.

These is not an exhaustive list of topics that can be addressed with the NCVS, but in each case, the topics listed above have substantive content and are not pure methodological

pieces. Each of the listed topics also can inform the longer-term, and ongoing NCVS redesign issues by providing information on the capacity of the current design and the types of changes that may need to be made to address issues such as these with the future NCVS.

The *Methodological Studies: Criminal Victimization Statistics Series* volumes are a new product line that BJS intends to develop and maintain over time. Each volume will contain between 6-8 commissioned papers, comments from selected reviewers, and an introductory chapter that assesses how the papers inform NCVS design issues or address key subject areas in criminal victimization. The NVSSP will use research affiliates (see Objective 6) in preparing papers, and affiliates may be provided a reasonable honorarium to prepare the papers.

To ensure high quality products for these volumes, BJS envisions implementing a process of commissioning papers, convening a one and half day meeting of authors and critics to review and comment on the papers, revising papers to address comments, and final submission of papers to BJS for inclusion in the volume. BJS will manage the dissemination of the volumes.

The NVSSP is expected to collaborate with BJS to identify potential authors for papers (see Objective 6 regarding identifying research affiliates) and manage all aspects of the process for producing, convening, and assembling the papers.

For planning purposes, the NVSSP should expect to issue two of these volumes during the project period (about one volume every two years). Each volume is expected to include 6-8 commissioned papers with commentary provided by 3-4 reviewers. Authors are expected to present their papers at a working meeting to be convened within 8 months of the initiation of the process for preparing a volume. The meeting (to be held at BJS) will consist of the authors, BJS staff, and between 8-10 external reviewers who have expertise in the subject matter or methodological issues and who can be expected to provide critical comments. Within 4 months of the meeting, authors are expected to submit their final papers to BJS. A BJS or NVSSP staff member will prepare the introductory chapter that highlights key findings and draws implications for BJS's statistical research on criminal victimization issues.

As with BJS topical reports, R&D products must follow BJS data quality standards. Applicants will be required to deliver a product, which includes providing text, data for tables and figures, documentation that computer programs have been verified, text-to-table verifications, and .csv files with final versions of data that appear in tables and figures. NVSSP staff will work with BJS staff in the editing, production, and archiving of the report.

3. Variance estimation.

Many of the topics proposed for BJS research agenda require that the NCVS data be used in new ways, and this poses challenges for variance estimation. Examples of these types of challenges may include direct variance estimation procedures for victimization rates, variances for multi-year aggregations of NCVS data, and pooling variances associated with combining data from different surveys. The NVSSP will both provide technical assistance to BJS on these issues and document the methods used to estimate variances with the new uses of the NCVS. This work on variance estimation will be developed (1) as standalone R&D products and (2) in conjunction with research on substantive topics (for example,

developing prevalence estimates as described in the outline of topics in above).

Objective 2: Produce routine statistical tabulations from the NCVS and respond to requests for routine statistics.

NVSSP staff will be responsible for developing routine statistical tabulations for internal and external requests involving the use of NCVS and other victimization data. This support requires the work on a variety of ad hoc studies in response to internal and external requests, special analytic needs, or technical materials on specialized issues. The requests for information typically involve statistical data that do not appear in BJS publications and require special analyses of NCVS data that usually involve producing distributions or rates for a few variables or trends in a few variables over time. This will require assembling information for about 12-15 responses annually. These responses need to be prepared in comparatively short time frames, often less than one day, and the NVSSP must verify the data to conform to BJS data quality guidelines. The deliverable will take the form of a short memorandum, tables, and/or technical documentation. For planning purposes, assume two staff days per request, including preparing the data, memo, verification, and review and sign-off by BJS staff.

Objective 3: Enhance technical documentation about the NCVS data.

The NCVS data are archived at the National Archive of Criminal Justice Data (NACJD) (available at www.icpsr.umich.edu/NACJD/). Data have been organized into different file structures over time, and a separate “codebook” accompanies each datafile. However, the technical documentation about the NCVS data needs to be enhanced, and there is a need for a users’ manual that provides general guidance about the NCVS data. To remedy the limitations of existing documentation, the NVSSP will—

- Review the existing documentation about NCVS data files and accompanying documentation archived at NACJD, documentation about the NCVS that is included in BJS publications (e.g., *Criminal Victimization in the United States, 2007—Statistical Tables*, available at www.bjs.gov/index.cfm?ty=pbdetail&iid=1743), and other documentation about the NCVS that BJS will make available about the NCVS.
- Make recommendations to BJS for a plan to improve the organization of information and data and documentation about the NCVS to assist users of the NCVS data.
- Prepare two types of documentation about the NCVS:
 - a user’s manual for the NCVS data; and
 - technical documentation or quality profile about the NCVS.

The set of documentation to be created should include, but not necessarily be limited, to the following items at a minimum—

- an overview to the NCVS;
- a description of the sample design;
- a description of data collection procedures;
- a description of response rates;
- a description of the weights available on the NVCS data files and how to use them;
- standard errors for key (representative) statistics;

- questionnaires used to collect the data;
- sufficient detail about the NCVS data files enabling users to understand and use the PUFs;
- description of BJS created variables—that is, the standard variables that BJS uses in key publications from the NCVS—and the variable recodes that BJS uses to create these variables. This may include publishing BJS variable recodes in formats that users can access and incorporate into their work;
- guidance on using the PUFs at NACJD (e.g., the organization of the files, downloading and weighting data files, variance estimation, and other key issues);
- sample code (in SAS, SPSS, Stata, and R) for using NCVS data; and
- comparisons of the performance of GVF and direct variance estimation.

A potential model for the technical documentation report can be found at www.census.gov/prod/2006pubs/tp-66.pdf.

The documentation should take into account multiple methods of disseminating it, including through the NACJD, the BJS website, and other electronic means. All documentation should also be designed for printing as .pdf files. The NVSSP should expect to consult and collaborate with NACJD as well as BJS to determine the appropriate format(s) for documentation.

Applicants to this solicitation should outline a plan to address the enhanced documentation requirement.

Objective 4: Establish a secure public- and restricted-use data center.

To facilitate the implementation of BJS's research agenda, the NVSSP should obtain, organize, and manage for research all publicly available versions of NCVS datasets, including supplemental collections that have been archived at the National Archive of Criminal Justice Data and the NCVS area-identified data files that the U.S. Census Bureau maintains. Obtaining and maintaining these data files are critical to facilitating the research projects described within this solicitation, as well as other projects that may arise during this project. Applicants should keep in mind that the organization of the files should be done in ways that allow for their efficient use in research. Applicants should demonstrate knowledge of the NCVS public-use data files, knowledge of the area-identified files and the requirements for using them for research, and knowledge of how to maintain and use the area-identified files in conducting research on the NCVS.

The recipient of funds is expected to establish and demonstrate the capacity to maintain a secure data center that complies with the U.S. Census Bureau standards and IRB requirements for its data centers and to populate the data center with two types of NCVS data:

- the public use files (or PUFs) for each year of NCVS data, including supplemental collections such as the School Crime, Victimization Risk, and Identity Theft Supplements; and
- geographically-identified micro-data that the NVSSP obtains from the Census Bureau for each of the NCVS data files.

All data must be maintained in accordance with appropriate regulations addressing personally identifiable information. The NVSSP agent is required to implement procedures to ensure that all data are maintained securely and that all data security procedures comport with 28 CFR Part

22. At BJS request, the NVSSP will provide a copy of the data security procedures and copies of forms signed by staff indicating their compliance with 28 CFR Part 22.

The NCVS PUFs

The NVSSP should obtain copies of all NCVS PUFs from the inception of the NCVS through the current year. Annually, the PUF files are to be updated with the most recent NCVS files. BJS's priority for the PUFs are for the NVSSP to obtain the data covering the period from 1992 through the present first (year 1) and in later years (year 2) to obtain the PUFs for the period from the inception of the NCVS through 1991.

The NVSSP staff should organize the PUFs in ways that facilitate their use to meet BJS's research agenda. This may require restructuring of files to facilitate longitudinal analysis, annual trend files that take account of changes in the data file and survey formats over time, as well as other types of analyses. Data file construction should be based on research objectives agreed upon by BJS and NVSSP.

Applicants to this solicitation should describe their approach to obtaining, managing, and documenting the use of the PUFs. In the subsequent objectives of this solicitation, statistical research uses of the PUFs will be described. The examples of these uses should give applicants to this solicitation a good sense of the types of research that BJS intends to conduct with the PUFs, and these uses should help guide the organization and management of these files for statistical research purposes.

The NVSSP should create documentation about each PUF and any restructured files from the PUFs that it creates. Documentation should include information about data quality issues, among other things. Reconstructed PUF analytic files will be archived at NACJD with appropriate documentation.

The NCVS - (area) identified microdata files

Some research that needs to be done to support the redesign of the NCVS, support the expansion of BJS statistical products from the NCVS, and inform the public about key issues in criminal victimization require that the secure, geographically-identified NCVS data files that the U.S. Census Bureau confidentially maintains be used. The NVSSP should obtain, organize, maintain, and update NCVS geographically-identified microdata files for all years of NCVS data.

The NVSSP should obtain these data, demonstrate that they can be maintained securely and in accordance with U.S. Census Bureau disclosure principles, and use them for research purposes as directed by BJS. NVSSP staff should expect to reshape or otherwise manage these files to make available to BJS data files that can address key research questions.

Applicants to this solicitation should discuss the procedures they will take to request, obtain, access, secure, and utilize the microdata. By the end of the second project year, the NVSSP will be expected to have obtained the NCVS microdata and implemented procedures to maintain and analyze it in a secure environment consistent with U.S. Census Bureau data security procedures.

Objective 5: Compile other data on criminal victimization.

BJS collects and uses other data pertaining to criminal victimization, and the NVSSP should obtain access to these files and demonstrate capacity to use them in statistical research on criminal victimization. For example, BJS surveys of prison and jail inmates contain data on offenders' descriptions of the criminal incidents that led to their incarceration. The National Incident Based Reporting System (NIBRS) also contains detailed information on characteristics of criminal victimizations.

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

Objective 6: Identify research affiliates and facilitate their involvement in implementing the NVSSP statistical research agenda.

The NVSSP should identify a set of subject-matter experts, policy analysts, and researchers who either have demonstrated expertise with the NCVS or the capacity to analyze it reliably while operating under short time frames. The NVSSP will use this set of researchers to assist BJS and the NVSSP staff in producing statistical products from the NCVS and other federal data that can address criminal victimization issues.

Applicants should describe the procedures they will use to identify affiliates, the attributes of affiliates they are looking for that will cover the range of expertise needed to implement the NVSSP research agenda, and the procedures they will follow to provide data access to the affiliates. Affiliates may be compensated a reasonable honorarium for work performed for the NVSSP.

Objective 7: Devise, implement, and maintain approaches for the timely dissemination of topical NCVS data to a mainstream audience.

The NVSSP should increase the audience for NCVS data and increase its accessibility for members of the mainstream public. The NVSSP should identify mainstream groups with a potential interest in and use for NCVS data (e.g., media outlets, students, victim advocacy groups) and devise targeted approaches to increase awareness of the data's utility through the timely dissemination of topical, user-friendly statistical products.

Applicants should describe the procedures they will use to identify potential users of NCVS data and statistics as well as pinpoint ways in which technologies and social media tools could be used to more effectively capture the needs and interests of a wider, less research-oriented audience. The NVSSP will prepare and submit to BJS for review and comment a plan that devises a dissemination strategy to meet these goals and that complements BJS's larger dissemination goals.

Objective 8: Devise, implement, and maintain a project communications strategy.

To achieve the goals of the NVSSP, ongoing communication with BJS about expectations, priorities, and progress is essential. BJS asks applicants to propose a communications strategy

with BJS that will facilitate the NVSSP's achievement of its goals.

Deliverables for the NVSSP

The key deliverables are outlined in table 1.

Table 1. Deliverable schedule

<u>Objective & task</u>	<u>Deliverables</u>	<u>Due date</u>
Objective 1		
Topical reports	Two BJS topical reports per year	Semi-annual
Methodology volumes	Two volumes of BJS <i>Methodological Studies: Criminal Victimization Statistics Series</i>	Vol. 1: End of year 2 Vol. 2: Middle of year 5
Variance estimation	Two to three episodes of technical assistance per year	As determined by BJS
Objective 2		
Routine statistics	12-15 per year	Ongoing as determined by BJS
Objective 3		
User's manual	<i>User's Manual for the NCVS Data</i>	Annual updates to a core document; by the end of each project year
Technical documentation	Memos or short papers describing technical issues per year	As determined by BJS
	A technical document outlining the quality profile of the NCVS data collection	Year 2 of the project
Objective 4		
PUF data files	1992-present	End of year 1
PUF data files	1972-1991	End of year 2
Microdata files	All years	Middle of year 3
Objective 5		
Other victimization data	Plan for obtaining data Obtain, organize, manage, and use data for research	End of year 1 As determined by the plan

Table 1. Deliverable schedule

Objective 6

Affiliates	Plan for identifying and using affiliates Utilize affiliates for research	End of year 1 As determined by the plan
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Objective 7

Dissemination	Strategy for dissemination Dissemination activities	End of year 1 As determined by the strategy
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Objective 8

Communications strategy	Ongoing	Ongoing
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Amount and Length of Awards

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. The project is expected to start on October 1, 2011, and end on September 30, 2016. BJS expects to make one award for this project, not to exceed \$2.5 million for the duration of the project.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2011 salary table for SES employees is available at www.opm.gov/oca/11tables/indexSES.asp.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Director of BJS. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its 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 its budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service being provided, 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 that is to be done.

Match Requirement

This solicitation does not require a match.

Performance Measures

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

Objective	Performance Measure(s)	Data Grantee Provides
<p>Implement statistical research in support of BJS’s research agenda.</p> <p>Enhance technical documentation about the NCVS data.</p> <p>Establish a secure public- and restricted-use data center.</p>	<p>Number of times BJS data are used or referenced in academic journals, publications and mass media outlets.</p> <p>Number of new statistical approaches used.</p> <p>Percentage of staff in compliance with federal regulations.</p>	<p>Number of BJS topical reports produced that address substantive criminal victimization issues or NCVS limitations, independently or in collaboration with BJS.</p> <p>Number of statistical research papers published in BJS’s Methodological Studies series.</p> <p>Number of research products using new statistical approaches, including variance estimation, to analyze NCVS data.</p> <p>Provide user’s manual for NCVS data.</p> <p>Provide technical documentation about the NCVS.</p> <p>Provide 100% of NCVS PUFs and geographically-identified microdata files for all years of NCVS data.</p> <p>Provide evidence that the required data center complies with data security procedures specified in 28 CFR Part 22.</p> <p>Number of NVSSP staff in compliance with 28 CFR Part 22.</p> <p>Number of NVSSP staff.</p>

<p>Compile other data on criminal victimization.</p> <p>Produce routine statistical tabulations from the NCVS to respond to requests for routine statistics</p> <p>Identify research affiliates and facilitate their involvement in implementing the NVSSP statistical research agenda.</p>	<p>Percentage of deliverables that meet expectations.</p> <p>Percentage of data requests that are completed on time and adhere to data quality standards.</p> <p>Number of partnerships established.</p>	<p>Provide plan for compiling other data on criminal victimization.</p> <p>Provide documentation describing incorporation of other victimization data (in addition to NCVS) into research.</p> <p>Number of requests for routine statistics (by subject matter).</p> <p>Number of responses to requests for routine statistics (by subject matter).</p> <p>Number of responses to requests for routine statistics that are completed on time and conform to BJS's data quality standards (by subject matter).</p> <p>Number of research affiliates assisting BJS & NVSSP in producing statistical products.</p>
<p>Devise, implement, and maintain approaches for the timely dissemination of topical NCVS data to a mainstream audience.</p>	<p>Number of times BJS data are used or referenced in academic journals, publications and mass media outlets.</p> <p>Number of times BJS data are accessed by external sources.</p>	<p>Number of outside publications and articles using or referencing NCVS data (by type).</p> <p>Number of media reports utilizing NCVS data (by subject matter).</p> <p>Number of times NVSSP data center provides access to public use and restricted use data files annually.</p>
<p>Devise, implement, and maintain a project communications strategy.</p>	<p>Develop a communication plan.</p> <p>Number of meetings and/or conference calls.</p>	<p>Provide communication plan, including expectations, priorities, and progress.</p> <p>Number of meetings and/or conference calls (by subject matter).</p>

Submission of performance measures data is not required for the application. Instead,

applicants should discuss in their application their proposed methods for collecting data for performance measures. Please refer to the section “What an Application Should Include” (page 19) for additional information.

Note on project evaluations: Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for the purposes of applicable DOJ human subjects protections. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” web page (www.ojp.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on the web page.

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsr.gov.

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

How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.Grants.gov. If the applicant experiences technical difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **800-518-4726**, 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 up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** A DUNS number is required for Grants.gov registration. 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 renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of 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. Obtain a DUNS number by calling Dun and Bradstreet at 866-705-5711 or by applying online at www.dnb.com. Individuals are exempt from this requirement.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Please note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.734, titled "Special Data Collections and Statistical Studies," and the funding opportunity number is **2011-BJS-2989**.
6. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation

message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Experiencing Unforeseen Grants.gov Technical Issues

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact BJS staff **within 24 hours after the deadline** and request approval to submit its application. At that time, BJS staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. After the program office reviews all of the information submitted and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

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

What an Application Should Include

This section describes what an application should include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application. Should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications unresponsive to the scope of the solicitation, or that do not include a program narrative, and budget detail worksheet including a budget narrative, will neither proceed to peer review nor receive further consideration.

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

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

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

2. Program Narrative

This should describe the activities in the Objectives (project tasks) for the NVSSP and address the evaluation criteria. The narrative should provide a detailed timeline and budget for project activities. The narrative should demonstrate the applicant's knowledge of criminal victimization issues through the application's expression of a research agenda. It also should demonstrate the applicant's capabilities to complete the tasks under each objective in a timely manner.

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

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

Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to the Bureau of Justice Statistics as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.

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

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

3. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

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

4. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.gov/financialguide/part3/part3chap17.htm.

5. Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution from all tribes that will be included as a part of the services/assistance provided 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 authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application lieu of tribal resolutions.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at minimum, the applicant should submit an unsigned, draft tribal resolution as part of its application (except in cases where, with respect to a

tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the signed tribal resolution.

6. Additional Attachments

Key staff information

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

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.

7. Other Standard Forms

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

- a. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required to be submitted in GMS prior to the receipt of any award funds)
- b. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- c. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded)
- d. [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds)

Selection Criteria

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

- Demonstrated understanding of the NCVS and its utility for research on criminal victimization.
- Capacity to articulate a substantive research agenda for the NCVS that addresses

gaps in BJS statistical reports that should be addressed through the product lines described in this solicitation.

- Depth of understanding of the NCVS, its capabilities, and potential uses.
- Understanding of how the project goals will assist BJS's current NCVS redesign efforts.
- Understanding of other federal data sources related to criminal victimization and how they can be used to enhance the utility of the NCVS.

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

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

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

- Depth of understanding of and experience in using the NCVS for research.
- Demonstrated capacity to manage large data files in a secure environment to achieve research objectives in a timely manner.
- Demonstrated capacity and experience to deliver high-quality research reports targeted to appropriate audience in a timely manner.
- Capacities to attract, retain, and manage a cadre of academic research affiliates and ensure that they can produce high-quality research products in a timely manner.
- Demonstrated capacity to establish and maintain a data center that meets the U.S. Census Bureau requirements for data security and at the same time use these data for research.
- Demonstrated capacity to produce data file products for the end-user (e.g., user's manuals) and document survey collection quality (e.g., technical or methodological quality profiles).
- Capacity to develop procedures to identify potential users of NCVS data and statistics and pinpoint ways in which technologies and social media tools could be used for dissemination and outreach.

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

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

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

- The extent to which staff resources allocated in the budget are appropriate for the

- project tasks.
- Appropriateness of budgeted items for achieving project goals.

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. BJS may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

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

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

Additional Requirements

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

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects

- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

Application Checklist

National Victimization Statistical Support Program (NVSSP)

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

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

_____ The federal amount requested is within the allowable limit(s) of not to exceed \$2.5 million for the duration of the project.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 20)
- _____ Program Narrative (see page 20)

Statement of the Problem and Project Design and Implementation sections of the applications should:

- _____ Line spacing of no less than 1.5 lines
- _____ 12-point Arial font
- _____ 1-inch margins
- _____ 35 pages or less

These limitations apply to tables and figures included within the Statement of the Problem and the Project Design and Implementation sections. The “Capabilities and Competencies” and “Plan for Collecting Data Required for this Solicitation’s Performance Measures” do not fall within this 35-page limitation. Also excluded from the 35-page limitation are the cover page, a project abstract, and table of contents.

- _____ Budget Detail Worksheet (see page 21)
- _____ Budget Narrative (see page 21)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 21)
- _____ Tribal Authorizing Resolution (if applicable) (see page 21)
- _____ Additional Attachments (see page 22)
 - _____ Key staff information
 - _____ Privacy Certification

- _____ Other Standard Forms as applicable (see page 22), including:
 - _____ Disclosure of Lobbying Activities (if applicable)
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)