

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



BJS Statistical Support Program FY 2019 Competitive Grant Solicitation

CFDA #16.734

Grants.gov Solicitation Number: BJS-2019-15745

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 for a project to support BJS's statistical methodology research, including research and development, feasibility analysis and testing of administrative or alternate data sources, instrument development and testing, and reporting for its Criminal Justice Statistics Program. BJS collects, analyzes, publishes, and disseminates 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 supporting statistical collection programs and investigating the potential for new statistical collections.

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 project. Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

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 per day, 7 days per 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 Kevin Scott, BJS Law Enforcement Statistics Unit Chief, by telephone at 202-307-0765, or by email at AskBJS@usdoj.gov. Include “BJSSSP19” 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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BJS Statistical Support Program

CFDA # 16.734

A. Program Description

Overview

The Bureau of Justice Statistics (BJS) seeks an agent to implement the Bureau of Justice Statistics Statistical Support Program (BJS-SSP). The BJS-SSP supports statistical and methodological research to develop new collections and develop methods to modernize and restore existing or inactive data collections, and aid BJS in special statistical analyses. The Criminal Justice Statistics Program (CJSP) includes nearly 50 separate statistical data collections on policing, prosecution, courts, institutional corrections, community supervision, and victimization. The BJS-SSP will expand the capacity to collect, analyze, and report CJSP data, increasing the breadth of substantive issues.

Statutory Authority: Under Section 302 of the Omnibus Crime Control and Safe Streets Act (34 U.S.C. § 10132 (c)), 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.

Project-Specific Information

Through the BJS-SSP project, BJS aims to undertake statistical and methodological research that complements the routine collection and reporting of criminal justice system statistics. BJS develops and disseminates statistics that describe criminal justice system operations and attributes of law enforcement, prosecution, judicial, and correctional agencies at all levels of government. BJS also undertakes special projects to develop new statistical collections and methodologies.

During a given year, BJS conducts about 30 statistical collections. The majority obtain two types of information: (1) movement of offender populations through the criminal justice system, and (2) characteristics of criminal justice agencies. A roster of BJS’s data collections can be found at <https://www.bjs.gov/index.cfm?ty=dca>.

In addition, several BJS collections are based on administrative records obtained from courts and pretrial and correctional agencies. Periodically, the CJSP conducts surveys of offenders, primarily in prisons or local jails. Through these collections, BJS annually publishes statistics on persons who are under correctional supervision, who die in custody, and who are processed through the federal criminal justice system. Periodically, BJS publishes statistics on law enforcement agencies and correctional facility operations, prosecution practices and policies, the work of state courts, indigent defense practices and policies, criminal justice expenditures and employment, characteristics of correctional populations, and recidivism patterns.

More information about specific BJS statistical collections can be found at—

- Law enforcement: <https://www.bjs.gov/index.cfm?ty=dctp&tid=7>.
- Corrections: <https://www.bjs.gov/index.cfm?ty=dctp&tid=1>.

- Federal criminal justice system: <https://www.bjs.gov/index.cfm?ty=dcdetail&iid=262>.
- Firearm Inquiry Statistics Program: <https://www.bjs.gov/index.cfm?ty=dcdetail&iid=246>.
- Indian Country: <https://www.bjs.gov/index.cfm?ty=tp&tid=200000>.
- Prosecution and courts: <https://www.bjs.gov/index.cfm?ty=dctp&tid=2>.
- Victims: <https://www.bjs.gov/index.cfm?ty=tp&tid=9>.

In addition to these collections, in partnership with Criminal Justice Information Systems (CJIS), administered by the Federal Bureau of Investigation (FBI), BJS is spearheading the National Crime Statistics Exchange (NCS-X), a program designed to generate nationally representative incident-based data on crimes reported to law enforcement agencies. NCS-X will build on the FBI's existing National Incident-Based Reporting System (NIBRS) by recruiting a sample of 400 law enforcement agencies to supplement the existing NIBRS data. When data from these 400 agencies are combined with data from the more than 6,600 agencies that currently report NIBRS data to the FBI, NIBRS will be able to produce national estimates of crime, which can be disaggregated by victim-offender characteristics, circumstances of the event, victim-offender relationship, and other important elements of criminal events. The enhanced NIBRS will increase our nation's ability to monitor, respond to, and prevent crime.

BJS's primary vehicles for disseminating statistics are annual or periodic bulletins that provide the latest statistics on particular criminal justice populations, agencies, and facilities; special reports that address topical issues; data briefs that cover a more limited set of findings; online data tools (<https://www.bjs.gov/index.cfm?ty=daa>) that provide data users customized tabulations; and the National Archive of Criminal Justice Data (www.icpsr.umich.edu/icpsrweb/NACJD/index.jsp), which archives BJS's data collections.

The BJS-SSP will focus on (a) developmental efforts to fill gaps in current data collections to inform policymakers and the public; (b) identify and test methods to modernize and restore discontinued BJS data collections; and (c) assist BJS with special analyses that address emerging issues.

BJS expects one to two tasks per year to be performed under this award. Once underway, BJS will provide statements of work to which the recipient of funds is expected to respond with a proposed plan and budget.

Goals, Objectives, and Deliverables

The goal of the Statistical Support Program is to support BJS efforts to identify and fill gaps in its statistical coverage by developing and testing new collections, modernizing and restoring discontinued collections, and (c) conducting special analyses of emerging issues.

The BJS-SSP is a 36-month project, pending funding and performance. Consistent with the use of a cooperative agreement, BJS will have substantial involvement in all aspects of the project. This includes direct oversight and involvement with the successful applicant in implementing the program but excludes day-to-day project management. The following statement of work describes the framework necessary for the successful applicant to prepare, design, and carry out the BJS-SSP.

Objective 1: Identify and retain affiliates (i.e., external partners, either individuals or organizations) who can provide substantive, statistical, technical, and methodological expertise needed to guide efforts on specific tasks.

Given the wide range of activities under the BJS-SSP and the need for expertise to accomplish the project objectives, applicants should develop a plan to identify and retain affiliates (i.e., external partnerships or contracts) who can provide the needed substantive, technical, and methodological assistance for specific tasks. BJS does not expect applicants to have on staff persons with all the knowledge and skills required to perform the work of the BJS-SSP, which does not provide sufficient funds to hire the expertise full-time. Rather, BJS expects that the recipient of funds will be (1) knowledgeable about BJS's needs based on this solicitation; (2) sufficiently integrated into the criminal justice, data science, and statistical communities; and (3) able to establish a network of affiliates to draw on for expertise for specific tasks. Substantive expertise or expertise in survey methodology; complex statistical estimation; disclosure avoidance and confidentiality protection; or data science, including data management, data governance, and data visualization, may be required.

Based on BJS public products and the goals and objectives of this solicitation, applicants should assess their organizational capacity, identify the types of experts needed to fill potential technical, methodological, or substantive gaps in that capacity, and outline a plan for identifying the types of experts it will need. An applicant's plan should discuss how it will identify, retain, and use affiliates to address BJS-SSP's objectives through subcontractual or other agreements. As affiliates may be compensated, BJS expects that the plan will minimize project costs and maximize expertise. The need for affiliates may vary greatly by task, depending on core BJS-SSP staff and the nature of the projects.

Objective 2: Develop and test new BJS data collections that address gaps in BJS statistical coverage.

Before BJS commits to long-term projects to remedy coverage gaps in the criminal justice system, the BJS-SSP will likely be asked to assess the most effective ways to collect, analyze, and report data to better understand how offenders move through the system and to link data through the entire system, from arrest through completion of supervision. The BJS-SSP may also investigate prior criminal history and post-release recidivism of offenders.

The examples that follow are illustrative and are not meant to be exhaustive. Applicants should (1) outline how they would respond to at least one of the following projects and (2) identify and outline at least one innovative project that could further existing BJS projects and explore gaps in these projects. Examples of tasks consistent with Objective 2 include the following:

Better understanding the work of police lockups—Currently, the only information BJS obtains on police lockups or temporary holding facilities associated with law enforcement agencies is the number of such facilities obtained through the periodic Census of State and Local Law Enforcement Agencies. BJS would like to understand the nature of these facilities in terms of their function, their staffing, their held populations, and the flow of persons through the facilities. If BJS undertakes this task, it may ask the recipient of funds to work with BJS subject matter experts to develop and cognitively test an administrative survey and develop a frame and sampling plan for future data collection. This effort would allow BJS to describe a portion of the criminal justice process not currently understood beyond basic counts.

Collecting data on correctional officers—BJS collects limited data through its periodic censuses of prison and jail facilities on the number of staff, their jobs, and the risks correctional officers face at work. However, these data do not fully describe the persons employed by federal and state prison and local jails. BJS may ask the recipient of funds to develop and cognitively test a facility-level survey that collects data on the safety risks faced by correctional officers and their use of standard safety equipment, regular duties, turnover rates, compensation, educational backgrounds, and on-the-job training. If BJS undertakes this task, the recipient of funds would assist BJS in determining whether a full census or a sample of facilities is needed to make national- and state-level estimates for prison and jail correctional officers. Because BJS would likely want to show separate estimates for correctional officers in state- or federally operated facilities and private prisons, the recipient of funds would be expected to take this into account in the sampling plan.

Availability and usefulness of prisoner misconduct data—Recent research has suggested that misconduct of state and federal prisoners is a good predictor of subsequent recidivism. While BJS collects aggregate counts of certain types of misconduct in its prison facility census, BJS has never tried to obtain individual-level incident data and link these to outcome measures collected in BJS recidivism studies. If BJS undertakes this project, it would require the recipient of funds to conduct scoping interviews of departments of corrections to determine how such incidents are recorded, the quality and coverage of such records, whether they are available in electronic form, and whether they can be linked to release records in the National Corrections Reporting Program. In addition, the recipient of funds would need to consider the availability of data related to the nature and seriousness of the misconduct (e.g., incidents involving verbal abuse, spitting, physically violent actions, possession of contraband, and violations of prison rules) and how such data could be parsed into standardized data elements appropriate for statistical analysis. Based on the results of this study, BJS may elect to collect these data on a periodic or annual basis in the future and link misconduct reports to criminal history records to look at re-arrest rates.

Objective 3: Develop methods to modernize and restore discontinued BJS data collections

Over the past several years, BJS has determined that many of its data collections, while producing relevant and useful data, do not justify the cost or burden associated with the collection methodology. In other cases, BJS has executed a one-time data collection but not determined a way to make the data collection recurring despite the need for current data.

The examples that follow are illustrative and not meant to be exhaustive. Applicants should (1) outline how they would respond to at least one of the following projects, and (2) identify and outline at least one innovative approach that would address existing information gaps and facilitate implementation of these data collections.

Examples of tasks consistent with Objective 3 include, but are not limited to—

Develop methods to collect data on police pursuits—As part of the 2013 Law Enforcement Management and Administrative Statistics (LEMAS) survey, law enforcement agencies reported the number of vehicle pursuits their officers conducted, and BJS presented those data in [Police Vehicle Pursuits, 2012-2013](#). BJS also reported on fatalities involving police pursuits using data from the National Highway Traffic Safety Administration. If BJS undertakes this task, it may ask the recipient of funds to determine

the feasibility of an incident-level data collection that accurately captures more detail on the number of police pursuits, including circumstances surrounding the pursuits, causes of death, and the nature and extent of injuries of all persons (police officer, offenders, and bystanders) involved in such pursuits and high-risk vehicle events.

Develop a data collection to better understand the role of drug courts in the criminal justice system—The 2012 [Census of Problem-Solving Courts](#) (CPSC) collected data from all problem-solving courts, with more than 80% of courts responding to most questions in the survey. If BJS undertakes another administration of this survey, given differences in staffing, structure, and purpose among problem-solving courts, BJS may survey the different types of courts, particularly drug, veterans, and mental health courts. Drug courts were the first problem-solving courts and the most common among courts identified in the CPSC, with more than 1,300 courts across the United States. For drug courts, BJS would need to update the frame and gather additional data that help to better understand the role of drug courts in the criminal justice system, with a particular interest in how they are addressing the opioid crisis. BJS would also seek assistance in determining the feasibility of measuring how drug courts provide and make referrals for treatment; what drug courts do when treatment centers cannot admit defendants; how the treatment of defendants is tracked; and what partnerships drug courts make with treatment centers, public health or probation departments, and medical centers or physicians. For veterans and mental health courts, BJS would primarily be interested in building a frame and understanding how many specialty courts are run in each location.

Reinstating the National Pretrial Reporting Program—BJS previously collected data about defendants released pretrial from state courts, first with the National Pretrial Reporting Program (NPRP; 1988-1994) and later in the State Court Processing Statistics (SCPS; 1996-2006 and 2009). The SCPS program was halted in 2009 to investigate improving sampling strategies to make the data nationally representative and to investigate less expensive data collection methodologies. In 2012, BJS funded a feasibility study to determine whether pretrial data could be collected as part of the redesigned NPRP. The findings of the [report](#) indicated that multiple agencies are often responsible for managing pretrial defendants and that further development work should be done to locate the appropriate agencies in a sample. BJS may seek to further test the feasibility of collecting pretrial release data. If so, then the scope of work for this project would include (1) developing key data elements to collect from jurisdictions, (2) sampling a representative number of counties to determine the best sources of pretrial data and identifying potential respondents in each county, and (3) determining the support that counties would require to report key data elements to the NPRP.

Objective 4: Assist BJS staff in completing special analyses that address emerging issues.

In response to emerging issues in the field of criminal justice, BJS will occasionally develop and undertake discrete data collections and analysis to help policymakers understand the complex issues involving the criminal justice system. To be more responsive to the policy environment, BJS seeks the capability to gain assistance as needed from methodologists and subject matter experts in such analyses.

The examples that follow are illustrative and are not meant to be exhaustive. Applicants should (1) outline how they would respond to at least one of the following projects, and (2) identify at least one approach that could address related substantive issues.

Examples of tasks consistent with Objective 4 include, but are not limited to—

Improve quality of data on immigration status and citizenship in criminal justice data collections—At numerous stages of the criminal justice system, there is a lack of data about the citizenship and immigration status of persons involved in the system. This creates significant challenges to understanding the relationship between immigration and crime. BJS is interested in enhancing its existing efforts to collect data on the immigration status and citizenship of victims and offenders. The recipient of funds may be asked to provide an inventory of available data at the national, state, and local levels; assess what is known about the relationship between immigration and crime; and make recommendations about how best to improve the quantity and quality of data available. Possible approaches could include identifying questions that can be added to surveys reliably, identifying changes that could be made to administrative data collections, and linking data sources to provide more reliable and comprehensive data.

Improve quality of data on incidence of human trafficking prosecutions in federal and state courts—Through the [Federal Justice Statistics Program](#), BJS has analyzed the prosecutions of human trafficking offenses in the federal criminal justice system. (See [Federal Prosecution of Human-Trafficking Cases, 2015](#).) BJS has no comparable data collections for state systems; however, it is currently conducting a survey of state attorneys general offices on human trafficking and is working to develop state court data collections that will track dispositions and sentences imposed on human-trafficking offenders. This work is mandated by the Justice for Victims of Trafficking Act of 2015, which requires BJS to report on arrests, prosecutions, convictions, and sentences for human-trafficking offenses under state law. While a variety of data sources might be consulted for such an effort, the recipient of funds may be asked to advise BJS on a strategy to collect and analyze the required data and evaluate the quality of such data.

Deliverables

The recipient of funds will convene a kickoff meeting (Deliverable 1) at BJS offices in Washington, D.C., within one month of the award. At that time, BJS plans to have one to three specific projects for the BJS-SSP. The recipient of funds will submit a draft project management plan (Deliverable 2) to be delivered within 3 weeks of the project kickoff meeting and a final project management plan (Deliverable 3) due within 2 weeks of receiving BJS comments on the draft. The plan should detail management staffing of the BJS-SSP, including identification, recruitment, and use of affiliates; a mechanism for BJS submission of a statement of work and the recipient of funds' response (with project timeline, staffing, budget, and deliverables); a data management plan (see below); and a project communications plan that aims to maximize understanding of the project's goals and objectives and to minimize costs. Travel for project meetings is allowable but should be minimized.

Award recipients are required to develop and maintain a Data Management Plan (DMP) that describes how data collected under BJS's authority for the project will be handled, processed, maintained, and disposed. The DMP should provide general project information and describe the specific procedures that will be used to handle and process data during the award period. For projects 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 should provide, at a minimum, information about the following categories:

- Project team—list the project team members (including the individuals tasked with drafting and overseeing the DMP), identify their roles, and provide their contact information.
- Data elements and characteristics—list specific data variables that will be collected, type (e.g., survey or administrative data), and 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.
- Record lifecycle—describe the physical and technical pathways and requirements for data that are collected or maintained for the project, 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 or public data), sensitivity categorization(s), file path location(s), backup procedures, and data destruction method(s).
- 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 project.
- Data use agreements—as applicable, for each data use agreement that is executed with an external data provider for the project, summarize the terms and requirements for which the award recipient will be responsible, and describe what steps will be completed to ensure compliance for all applicable terms and requirements (e.g., 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.
- Data archiving—describe how and what data elements will be prepared for archiving and what level of access will be assigned (e.g., public-use files or restricted access).
- Staff training—list the specific trainings that project staff must complete as a condition of funding and the completion dates.
- Resources—identify and describe the equipment, expertise, and software tools used to complete project activities, including data curation, data exchange, and access between parties.

The DMP should be completed in collaboration with the BJS project manager and submitted to BJS for review and approval as part of Deliverable 3. The award recipient must maintain an updated version of its DMP throughout the project period and receive written BJS approval prior to making changes to the approved plan. The award recipient should submit an updated copy of the DMP for review with its semi-annual progress reports and at any time at the request of BJS.

For each task proposed under the BJS-SSP, BJS will submit a detailed statement of the issue to be addressed, suggested approaches, and a general timeline for the work. The recipient of funds will respond to this task request with a document that includes a staffing plan, budget, timeline to accomplish the work, and recommended approach for addressing the task at hand that considers, but is not limited to, those methods suggested initially by BJS (Deliverables 4 through 7, with one deliverable for each of the four planned tasks in the initial award period).

Once BJS and the recipient of funds have agreed on the scope of work, general approach, and budget for the task, the recipient of funds will commence work. The recipient will keep BJS staff updated on its progress through regular calls. Each task approved under the BJS-SSP will result in a final report to BJS summarizing the work completed and the implications for the task

(Deliverables 8 through 11, with one deliverable for each of the four planned tasks in the initial award period). BJS and the recipient of funds will agree on the format of the report in advance. If any feasibility, cognitive, or pilot testing is undertaken as part of a task, the recipient will complete a report to evaluate the testing and make recommendations.

If any task undertaken as part of this award involves data collection, the recipient of funds will be expected to deliver data and documentation to BJS (Deliverables 12 through 15, with one deliverable for each of the six planned tasks in the initial award period). Specifically, during data collection, BJS may request preliminary copies of the data to evaluate their quality. The recipient of funds should describe in the project narrative how any data collected as part of the BJS-funded activities will be delivered to BJS, including format and anticipated frequency. For each project undertaken, recipients must provide the specific data structure documentation to BJS, which at minimum will include the expected names, formats, and allowable values for each data element. Multiple data files may be required, such as an initial data file that includes all data collected, an analysis data file with all weights and imputations clearly identified, and a public-use data file, which is the analysis file stripped of any PII. The recipient of funds and BJS project manager will determine the file format prior to delivery (e.g., SAS, STATA, or SPSS). The data and data structure documentation shall be subject to review and approval by BJS's Technology and Management Unit. BJS does not expect to conduct full data collections under this award.

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, "Information Regarding Potential Evaluation of Programs and Activities."

B. Federal Award Information

BJS expects to make an initial award of up to \$2 million for a 36-month period, beginning on or around October 1, 2019. Those funds are expected to cover activities and deliverables within the first 24 months. The total funding for all project tasks is not expected to exceed \$3 million, including the initial award. Following the initial obligation, BJS intends to fund the remainder of the project through continuation awards depending on the recipient's performance and the availability of federal funds. Applicants should plan to respond to invited applications for such continuation awards, and planning should consider the potential funding cycles involved. The budget submitted in response to this solicitation should present costs associated with the initial award of \$2 million for 24 months, with breakdowns by project year and deliverable. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project 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.

Maximum number of awards BJS expects to make	1
Total amount anticipated to be awarded under solicitation	\$3 million
Period of Performance start date	October 1, 2019
Period of Performance duration	36 months

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 project 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 project work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the project 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.

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.

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.
- 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

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 project costs **before** submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving pre-agreement costs, the applicant may contact the point of contact listed on 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 the title page.

For information on cost sharing or matching 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, and Budget Narrative.

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

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

This should describe the manner in which the applicant will address the goals and objectives and meet the deliverables for the project, as well as address the evaluation criteria. The narrative should present a clear understanding of BJS, its mission, and the strengths and limitations of existing BJS collections. The narrative should include how the applicant plans to meet each of the objectives of the BJS-SSP, as outlined above, and demonstrate the applicant’s capabilities to complete the tasks in a timely manner. The applicant’s discussion of capabilities should address the following points:

- Substantive expertise in the criminal justice system and the role BJS plays in that system.
- Knowledge of BJS’s portfolio of products (e.g., publications) and data.
- Demonstrated capacity to conduct statistical, technical, and methodological research in the criminal justice field and produce high-quality reports summarizing that research.

The program narrative must not exceed 30 pages, using 12-point font and 1-inch margins all around. These limitations apply to tables and figures included within the narrative. 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. Statement of the Problem.
- b. Project Design and Implementation.
 - i. Applicants should describe how they will flexibly and adaptively manage the goals and objectives of the project to meet BJS’s priorities, including how they would identify, recruit, and use affiliates.
 - ii. Applicants should describe how they would approach one of the sample tasks outlined under Objective 2, one of the sample tasks outlined under Objective 3, and one of the sample tasks outlined under Objective 4 in [Section A: Program Description](#). Such description would indicate a proposed methodological approach, data that would need to be collected and/or analyzed, core staff and

consultants who would staff the project, and the expected nature of the recommendation that would follow.

- iii. Applicants should identify at least one potential criminal justice issue consistent with Objective 2, one potential criminal justice issue consistent with Objective 3, and one potential criminal justice issue consistent with Objective 4 that are not mentioned as sample tasks above. For these issues, applicants should describe the problem, describe how the BJS-SSP might address it, and indicate a proposed methodological approach, data that would need to be collected and/or analyzed, a timeline, core staff and consultants who would staff the project, and the nature of the recommendation that is expected to follow.
- c. Capabilities and Competencies.
- i. Applicants should describe their capacity to provide the substantive, technical, analytic, and methodological research services necessary to meet the objectives of the BJS-SSP.
 - ii. Applicants should describe how they intend to supplement their own capacities in cost-effective ways.
 - iii. Applicants should show how their performance on issues directly related to the BJS-SSP's goals and objectives demonstrates their capability to address the goals and objectives of this project. This may include past research reports, past projects (with references), and current research projects. Note that the materials related to past performance will not count against the 30-page limitation for the program narrative.
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures.

OJP will require the 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.

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

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 Grantees² (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”).

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

² 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.

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

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 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 www.bjs.gov/content/hscr.cfm.

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:

- 16.734, Special Data Collections and Statistical Studies.
- BJS-2019-15745.

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 (15%). Understand—
 - BJS’s mission and statistical collections and the collections’ utility for research on criminal justice system issues, capabilities, and potential uses.
 - How project goals will assist BJS in addressing stakeholders’ statistical information needs.
 - Other federal and local data sources related to the criminal justice system that can enhance the utility of BJS data.
2. Project Design and Implementation (40%).
 - Understand the relationship between project objectives and goals.
 - Coordinate effort among project objectives to ensure efficient use of resources while achieving research goals.
 - Use innovative methods to produce research projects.
 - Execute the research agenda outlined in the solicitation to comport with the organization of project resources and achieve the research goals.
3. Capabilities and Competencies (30%).
 - Understand and have experience using BJS data and alternative data sources for statistical research.
 - Demonstrate capacity for and experience in delivering high-quality research reports targeted to the appropriate audience in a timely manner.
 - Maintain a core personnel team with, at minimum, persons knowledgeable about survey design and implementation, collection and analysis of non-survey (administrative and other sources) data, data science (including data management, data governance, and data visualization), and statistical methodology.
 - Attract, retain, and manage a cadre of research affiliates, and ensure they can produce high-quality research products in a timely manner. The application can

name specific individuals or organizations or propose the types of individuals or organizations that would provide assistance. If specific individuals are named, their resumes should be included in supporting documents.

- Demonstrate capacity to cover the substantive, methodological, analytic, and technical issues described in the project.
 - Demonstrate past performance on issues directly related to the BJS-SSP's goals and objectives, such as research reports, past projects (with references), and current research projects. Note that the materials related to past performance will not count against the 30-page limitation for the program narrative.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%).
 - Plan efficient, low-cost data collection activities as part of the organization of the project.
 5. Budget (10%): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures in relation to potential alternatives and project goals.³

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, achievable, and consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

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

Important note on FAPIIS: An applicant, 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.

³ 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.

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 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
Establish a network of affiliates to meet deliverables.	<p>Secure contractual support agreements.</p> <p>Meet milestones and deliverables.</p>	<p>Identify and have agreements in place with external partners to meet project deliverables.</p> <p>Produce monthly progress reports reflecting activities in each area of the project.</p> <p>Produce quarterly financial reports ensuring project funds are being used proportionately.</p> <p>Attend routine biweekly meetings with BJS staff to review project progress.</p>
Examination of alternative sources of data.	<p>Collect/acquire data.</p> <p>Ensure data are comprehensive and accurate.</p> <p>Complete deliverables on time; BJS determines the number of deliverables.</p> <p>Meet expectations of deliverables; BJS determines number of deliverables and defines expectations.</p> <p>Ensure level of statistical precision for estimates.</p> <p>Verify estimates as reliable.</p>	<p>Conduct administrative or alternative source data collection.</p> <p>Provide raw and final datasets.</p> <p>Provide timely deliverables that meet the outlined expectations for survey development and testing and for contact and marketing strategies.</p> <p>Deliverables include—</p> <ol style="list-style-type: none"> a. Identification of administrative or alternative data sources. b. Documentation on validity and reliability of these alternative sources. c. Data documentation and data files. d. Technical report on methods deployed to collect, parse, and analyze data. <p>Document evidence that administrative or alternative data sources can or cannot provide precise and reliable estimates.</p>
Develop and test new data collections.	<p>Conduct data collection.</p> <p>Ensure data are comprehensive and accurate.</p>	<p>Conduct feasibility analysis, cognitive interviewing, and/or pilot data testing, implementing steps approved by BJS.</p> <p>Provide final dataset.</p>

Objective	Performance Measure(s)	Data Recipient Provides
	<p>Complete deliverables on time; BJS determines the number of deliverables.</p> <p>Meet expectations of deliverables; BJS determines number of deliverables and defines expectations.</p> <p>Final report with a comprehensive overview of the project.</p>	<p>Deliverables include—</p> <ol style="list-style-type: none"> a. Sampling plan that meets BJS's approval. b. Draft and final surveys. c. Generic Office of Management and Budget clearance documentation. d. Cognitive interviewing documentation. e. Data documentation and data files. <p>Complete final project report.</p>
<p>Explore modern statistical and data science methods to enhance BJS data and products.</p>	<p>Conduct data collection.</p> <p>Ensure level of statistical precision for estimates.</p> <p>Use data sources that can be queried quickly and efficiently as a result of capacity enhancements.</p>	<p>Develop and deploy data management tools appropriate to task.</p> <p>Develop and deploy statistical or data science methods to improve quality of data.</p> <p>Improve capacity for and timeliness of data quality review.</p>

Appendix B: Application Checklist BJS Statistical Support Program

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 21)

_____ Search for the Funding Opportunity on Grants.gov (see page 21)

_____ 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 15)

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 \$3 million.

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 16)
- Program Narrative (see page 16)
- Budget Detail Worksheet (including narrative) (see page 18)

- Application for Federal Assistance (SF-424) (see page 15)
- Project Abstract (see page 16)
- Program Narrative (see page 16)
- Budget Detail Worksheet (including Narrative) (see page 18)
- Indirect Cost Rate Agreement (if applicable) (see page 18)
- Tribal Authorizing Resolution (if applicable) (see page 18)
- Financial Management and System of Internal Controls Questionnaire (see page 18)
- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see page 18)
- Applicant Disclosure of Pending Applications (see page 18)
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)

Additional Attachments

- Research and Evaluation Independence and Integrity (see page 19)
- Disclosure of Process related to Executive Compensation (see page 19)
- Privacy Certificate see page (see page 20)
- Human Subjects Protection Certification of Compliance (see page 20)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see page 15)