

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



Solicitation Title: FY 2024 National Survey of Victim Service Providers (NSVSP)
Assistance Listing Number: 16.734
Grants.gov Opportunity Number: O-BJS-2024-172121
Solicitation Release Date: May 10, 2024
Step 1: Application Grants.gov Deadline: 5:00 p.m. Eastern Time on July 9, 2024
Step 2: Application JustGrants Deadline: 5:00 p.m. Eastern Time on July 16, 2024

Contents

Synopsis.....	4
Program Description Overview	4
Eligibility.....	4
Agency Contact Information	5
Application Submission Information.....	5
Registration	5
Submission.....	5
Program Description.....	6
Program Description Overview	6
Statutory Authority	6
Specific Information	6
Solicitation Goals and Objectives	10
Goals.....	10
Objectives	10
Federal Award Information	13
Awards, Amounts, and Durations.....	13
Continuation Funding Intent.....	14
Availability of Funds	14
Type of Award	14
Cost Sharing or Matching Requirement	14
Eligibility Information.....	14
How To Apply	15

Application Resources	15
How To Apply	15
Registration	15
Submission.....	15
Submission Dates and Time	16
Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)	16
Application and Submission Information.....	17
Content of Application Submission and Available Surveys	17
Content of the SF-424 in Grants.gov	18
Content of the JustGrants Application Submission	18
Application Review Information	25
Review Criteria	25
Review Process	27
Federal Award Administration Information.....	27
Federal Award Notices	27
Evidence-Based Programs or Practices	27
Information Regarding Potential Evaluation of Programs and Activities	27
Administrative, National Policy, and Other Legal Requirements.....	27
Civil Rights Compliance	27
Financial Management and System of Internal Controls	28
Information Technology Security Clauses.....	28
General Information About Post-Federal Award Reporting Requirements	28
Federal Awarding Agency Contact(s)	28
Other Information.....	28
Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).....	28
Provide Feedback to OJP	29
Performance Measures	29
Application Checklist.....	31
Pre-Application.....	31
Application Step 1	31
Application Step 2	32
Review, Certify, and Submit Application in JustGrants	33
Standard Solicitation Resources.....	34

Synopsis

Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is seeking applications for funding.

OJP is committed to advancing work that promotes civil rights and equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, BJS will be seeking an applicant to administer the 2024 National Survey of Victim Service Providers (NSVSP). The NSVSP is part of BJS's Victim Services Statistical Research Program, an effort to develop a statistical infrastructure around victim services and address major gaps in our knowledge about the availability and use of services to support victims of crime or abuse. As a follow-up to the 2023 National Census of Victim Service Providers (NCVSP), the NSVSP will collect more detailed information on services provided, staffing, and organizational constraints from a representative sample of victim service providers (VSPs).

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

Eligibility

- Public and State-controlled institutions of higher education
- Native American tribal organizations (other than Federally recognized tribal governments)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- Small businesses

An applicant may submit more than one application if each application proposes a different project in response to the solicitation. Also, an entity may be proposed as a subrecipient (subgrantee) in more than one application.

BJS will consider applications under which two or more entities (project partners) would carry out the federal award; however, only one entity may be the applicant for the solicitation. Any others must be proposed as subrecipients (subgrantees). See the [Application Resource Guide](#) for additional information on subawards.

BJS may choose to fund applications submitted under this FY 2024 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Agency Contact Information

For assistance with the requirements of this funding opportunity, contact Rachel Morgan, Chief, Victimization Statistics, at 202-307-0765 or at AskBJS@usdoj.gov with “FY24NSVSP” in the subject line.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the “How To Apply” section, [Experiencing Unforeseen Technical Issues](#).

For assistance with submitting the [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or support@grants.gov. The Grants.gov Support Hotline is open 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

Application Submission Information

Registration

Before submitting an application, an applicant must have a registration in the [System for Award Management \(SAM.gov\)](#).

The SAM.gov registration is required for a person applying on behalf of a small business (company). The business should obtain an Employer Identification Number (EIN) and not apply using a social security number: [IRS Apply for an Employer Identification Number \(EIN\) Online](#).

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the [Submission Dates and Time](#) section for the Grants.gov and JustGrants application deadlines.

Step 1: The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See the [Submission Dates and Time](#) section for application deadlines.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants application deadline. See the [Submission Dates and Time](#) section for application deadlines.

Program Description

Program Description Overview

The Bureau of Justice Statistics (BJS) is seeking an applicant to administer the 2024 National Survey of Victim Service Providers (NSVSP). The NSVSP is part of BJS's larger [Victim Services Statistical Research Program](#), an effort to develop a statistical infrastructure around victim services and address major gaps in our knowledge about the availability and use of services to support victims of crime or abuse. As a follow-up to the National Census of Victim Service Providers (NCVSP) (see the [NCVSP BJS website](#)), the NSVSP will collect more detailed information on services provided, staffing, and organizational constraints from a representative sample of victim service providers (VSPs). This solicitation will fund the second (2024) NSVSP collection, which includes (1) reviewing the 2019 NSVSP data file and instrument; (2) convening subject matter expert panels to make recommendations on instrument revisions; (3) cognitively testing the NSVSP instrument; (4) revising the NSVSP instrument; and (5) administering the revised NSVSP to a representative sample of VSPs from the 2023 NCVSP frame.

Statutory Authority

Under 34 U.S.C. § 10132, 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.

Specific Information

Attention to crime victims' rights and service needs has grown considerably over the past four decades, prompted by the creation of the Office for Victims of Crime (OVC) in 1988 and other efforts to make victims whole and to take their suffering into account in criminal justice policy and practice. In 1995, OVC was joined by the Office on Violence Against Women (OVW) in supporting service provision for victims of domestic violence, sexual assault, and stalking. For more than two decades, these programs have built and maintained the service infrastructure necessary to assist victims.

In 2013, OVC's release of [Vision 21](#) highlighted the need to build a national research and statistical infrastructure on victims of crime and victim service provision commensurate with the service infrastructure built over the past 20 years. A few years later, the amount of funding available for victim services through the [Crime Victims Fund](#) grew to an unprecedented level, from \$745 million in 2014 to \$2.4 billion in 2015, then reaching a high of \$4.4 billion in 2018. OVC is charged by Congress with administering the Crime Victims Fund, which supports a broad array of programs and services that focus on helping victims in the immediate aftermath of crime and continuing to support them as they rebuild their lives. From 2015 onward, billions of dollars have been invested annually in victim compensation and assistance, training, technical assistance, and other capacity-building programs designed to enhance service providers' ability to support victims of crime in communities across the Nation. With this new level of funding comes greater responsibility for understanding the size, scope, and effectiveness of the victim services field.

With funding and collaboration from OVC, BJS initiated the Victim Services Statistical Research Program (VSSRP) aimed at developing a national data infrastructure on victim help-seeking behavior, gathering better data both directly from victims and from VSPs. Since 1993, most of

what is known about victims of crime and their help-seeking behaviors comes from BJS's National Crime Victimization Survey (NCVS). This large, nationally representative survey of the non-institutionalized residential population collects a great deal of information on victims, offenders, the social context of the event, the harms resulting from crime, and whether victims received assistance from a VSP. Through 2023, the NCVS asked crime victims only a few questions about service provision. Starting in 2024, BJS implemented the redesigned NCVS, which includes more information about whether crime victims want, know how to access, and/or do obtain services from VSPs, as well as the type of services received and victims' satisfaction with services. Based on the 2022 NCVS, victims received assistance from a VSP in 9% of violent victimizations. This reflects no change from 2021 (9%). The percentage of violent victimizations committed by an intimate partner for which victims received assistance from a victim services agency increased significantly from 20% in 2021 to 29% in 2022.

The NCVS, however, cannot be the only source of data on victims of crime. A number of important population groups are omitted by design from the survey, including the homeless, children under age 12, homicide victims and their families, and institutionalized populations such as the elderly in nursing homes and prisoners. VSPs are an important and relatively untapped source of information on victims of crime and the services provided to them. These agencies know how victims are referred to them (e.g., police, hospitals, or other sources), the services victims sought and received, the cost of those services, the source that funded service delivery, and possibly the outcome of any service provided. Knowing whether VSPs are adequately staffed, funded, and resourced to meet the needs of victims is essential for describing what is and is not being done for victims of crime, as well as what is and is not effective. VSPs are the most reliable source from which to collect this type of information.

For some rare crimes and hard-to-reach victim populations (e.g., victims of hate crimes, human trafficking), victims and the services they receive cannot be identified with much precision in a reasonably sized sample. Within these subsets, victim surveys may not be the best source of information on the crime and its consequences. In these cases, victim survey data must be supplemented and complemented by data on victims and crimes from police and victim service agencies to create a more complete picture.

Therefore, as a critical part of the VSSRP, BJS initiated a two-phase national data collection system to collect information directly from VSPs: (1) a short NCVSP that examines characteristics of the universe of VSPs, followed by (2) a more detailed NSVSP based on a representative sample of VSPs. The NCVSP and NSVSP collections provide the only sources of data collected from VSPs across the nation.

The first NCVSP administration was conducted in 2017 and the second administration started in September 2023. This solicitation addresses phase two, or the more detailed survey of VSPs. The goals of the 2023 NCVSP are twofold: (1) to update and validate a national roster of VSPs and (2) to develop an understanding of the broad range of organizations that provide victim services as their primary function or through specific programs or personnel, including how they are structured, the types of services they offer, the types of crime victims they serve, the size of their staff, and sources of funding.

The first NCVSP (“2017 NCVSP”) was administered to the VSP field between October 2016 and July 2017. Prior to the 2017 NCVSP, there was no national list of all types of VSPs. To develop the project roster, BJS and the team collected lists of all publicly available VSPs, canvassed for VSP lists across all states and the District of Columbia, and conducted an awareness campaign to encourage participation in the NCVSP. More information on the development of the 2017 NCVSP, including a pilot test examining the roster quality, is available in [Building a National Data Collection on Victim Service Providers: A Pilot Test](#). BJS published the statistical brief, [Victim Service Providers in the United States, 2017](#), the “Just the Stats” web publication [Victim Service Providers in U.S. Counties, 2017](#), and archived the [2017 NCVSP public-use dataset](#) and accompanying documentation at the National Archive of Criminal Justice Data (NACJD).

Data collection for phase two of BJS’s VSP collections, the NSVSP, was conducted between May and November 2019 (“2019 NSVSP”). The 2019 NSVSP sample was selected from the 2017 NCVSP frame using a single-stage stratified design to produce national estimates, state-level estimates for the 14 states with the largest number of VSPs, and subnational estimates based on geographical Census regions.

To be eligible to participate in the NSVSP, a VSP had to:

- 1) Categorize itself as one of the five eligible types of VSP (nonprofit or faith-based; governmental; hospital, medical, or emergency; tribal; or campus)
- 2) Provide victim services in the six months prior to the survey
- 3) Have a specific program or staff dedicated to working with crime victims

The final NSVSP sample included approximately 7,200 VSPs to account for a high estimated ineligibility rate and low response rate. More details are available in the [2017 NSVSP OMB package](#). As expected, approximately 18% of the agencies screened out as ineligible and the response rate was 58%, resulting in a total of 3,300 completed surveys.

The NSVSP found that VSPs delivered an average of 27 services to meet the critical needs of crime victims in 2019. Tribal VSPs reported providing the most services on average (32), followed by nonprofit or faith-based VSPs (29), governmental (24), campus (24), and hospital, medical, or emergency (22). The top five services provided by VSPs in 2019 included online/phone/program referrals (93%), general information about crime and victimization/crime prevention/risk reduction (90%), notification of the victim’s legal rights (77%), immediate or emergency safety planning (75%), and victim compensation assistance (73%). BJS published the statistical brief, [Services for Crime Victims, 2019](#) and archived the [2019 NSVSP PUF dataset](#) and accompanying documentation at the NACJD. This documentation includes the 2019 NSVSP Final Report Supplementary Documentation addressing the methodological challenges described below.

The second administration of the NCVSP (“2023 NCVSP”) is currently underway. It will provide critical information on the current composition of the victim assistance field and changes since the 2017 NCVSP. The 2023 NCVSP will contribute to knowledge regarding victim services and address major gaps in what is known about the availability and use of services to support victims of crime or abuse. BJS will use the 2023 NCVSP data to (1) validate the national roster of active VSPs, (2) use the 2023 NCVSP roster as a sampling frame for future VSP surveys, and (3) use the NCVSP data to contribute to current empirical knowledge about VSPs.

In order to update the 2023 NCVSP frame, BJS and the team collected VSP lists from across the nation, starting with national lists from federal granting agencies such as OVC and OVW, and professional membership association lists of self-identified VSPs from groups like Mothers Against Drunk Driving (MADD) and the National Association of Parents of Murdered Children. Additionally, web-based canvassing efforts were conducted in all 50 states to identify VSPs not covered on federal lists. All national, state, and local level VSP lists were integrated and de-duplicated, resulting in a national roster of about 17,000 unique VSPs. Once the roster was completed, it was compared to the more recent list of VSPs included in the 2019 NSVSP sample. More than 60% of the VSPs on the 2019 NSVSP frame were included in the 2023 NCVSP roster. More details are available in the [2023 NCVSP OMB package](#).

In planning for the second administration of the NSVSP, BJS will work with the recipient of this award to develop strategies to mitigate challenges identified in the 2017 and 2023 NCVSPs and the 2019 NSVSP, including the following:

- 1) **High ineligibility rates for the NSVSP based on the NCVSP** – BJS expects there to be a high rate of ineligible agencies on the 2023 NCVSP frame, as was seen in the last iteration of the NSVSP. The project team observed a higher than anticipated ineligibility rate of about 18%. This varied quite a bit by type of VSP (e.g., 13% for nonprofit or faith-based VSPs to 22% for both campus and government-based VSPs). Approximately a quarter of these ineligibilities were duplicate cases, but the bulk of confirmed ineligibilities were due to not being a VSP or not providing services in the past six months (52%) or having no specific programs(s) or staff dedicated to working with crime victims (22%). BJS also was unable to determine the eligibility of 2017 NCVSP non-respondents prior to the administration of the 2019 NSVSP. NCVSP non-respondents accounted for 18% of the VSPs sampled. Of that 18%, 34% were considered ineligible, 26% had unknown eligibility, 27% were considered eligible non-respondents, and 13% were eligible respondents. The 2017 NCVSP non-respondents accounted for more than one-third of all 2019 NSVSP ineligible cases. These differences in eligibility between the 2017 NCVSP and 2019 NSVSP impacted a variety of facets of our understanding of VSPs and their services.
- 2) **Rich service-level data but limited victim-level data** – Reviews of the 2019 NSVSP data revealed several areas where missing data were relatively low. These were primarily service-level questions. Despite demonstrating low missingness for many service-related questions, victim-level data were reported at much lower rates. Two such areas included demographic characteristics of the victims served by the VSPs and the number of victims who received direct services. The awardee must review the instrument and propose analyses to determine the appropriateness of certain items asked and their inclusion in the new instrument. The investigation should include, but not be limited to, determining the range of missingness across variables to see where the highest levels of item non-response are. These numbers could help in the establishment of a missingness threshold based on data from the 2019 NSVSP. For example, if non-response (even if appropriately skipped) is over a certain percentage, it should be determined if those questions should remain in the survey, be re-configured, or be removed. It also could be a matter of flagging those variables and seeing if the missingness levels also are reflected in the new survey's findings, confirming the questions should be removed next time.

- 3) **Low response rates/Lengthy data collection** – VSPs have many competing priorities, and first and foremost their focus is on meeting victims’ needs. Therefore, finding time to complete a survey can be challenging. The 2019 NSVSP, which was lengthier and more detailed than the NCVSP, had a relatively low (58%) response rate. The 2024 NSVSP awardee will need to review and propose improvements to the recruitment and follow-up plan used in 2019. This includes an evidence-based, flexible strategy for securing a high response rate closer to the desired 80%.

Solicitation Goals and Objectives

Goals

The goal of this cooperative agreement solicitation is to select a data collection agent that will support BJS in the development and administration of the second (2024) NSVSP. Building on the 2019 NSVSP, the 2024 NSVSP will yield an assessment and refinement of the NSVSP instrument, further clarify the national picture of the VSP field, and provide longitudinal data on victim service provision and characteristics of VSPs. The selected data collection agent will work with BJS on all objectives related to the 2024 NSVSP collection, listed below.

Objectives

Working closely with BJS through this cooperative agreement, the recipient of funds will complete the following specific tasks:

- (1) **Conduct a thorough review of the 2019 NSVSP instrument to inform the development of the 2024 NSVSP instrument.** As one of the first tasks under this project, the recipient of these funds will conduct a thorough review of the 2019 instrument. BJS aims to develop a 2024 NSVSP instrument that strengthens problematic sections of the 2019 NSVSP instrument and captures current priority data needed to improve understanding of victimization and victim services, while also providing comparable data from 2019 to 2024 on key measures. BJS intends to prioritize improving the instrument to ensure agencies are providing accurate and complete data, so that over time changes in the NSVSP frame reflect true changes in the VSP field rather than measurement challenges. The [2019 NSVSP instrument](#) is available on the BJS webpage, and the [2019 NSVSP data file](#) is available at NACJD. BJS will also provide access to the 2023 NCVSP data and instrument to the awardee. In particular, BJS has identified three key areas of analysis focus: (1) reducing high ineligibility rates between the NCVSP and NSVSP administrations; (2) increasing unit response rate and addressing nonresponse bias; and (3) examining item non-response and the appropriateness of those questions in the instrument. Across all three focus areas when possible, the potential differences between VSPs who are or are not eligible, do not respond, or skip certain subsections of questions should be investigated. These items all affect the ability to produce a reliable, valid picture of VSPs and ultimately, results that will be comparable across different collection years. In addition, the demographic characteristics and counts of victims served from the 2019 instrument demonstrated poor validity and BJS expects examination of the instrument to determine refinement or replacement. The selected awardee will work first with BJS and later with subject matter experts to ensure the instrument captures priority data elements related to victimization and service provision.

- (2) **Identify subject matter experts (SMEs) and coordinate processes to solicit feedback on the 2024 NSVSP data collection.** The awardee will work with BJS to identify SMEs and key stakeholders to inform the development of the NSVSP instrument, review data collection plans, and provide guidance on the best methods for communicating with and encouraging participation from the VSP field (i.e., outreach to VSPs). BJS anticipates consulting with 10 to 12 experts with diverse experience in the victim services field covering all major areas of the NSVSP, including people who represent VSPs that are diverse in agency type (e.g., government, nonprofit, education, hospital, and tribal agencies), in the crime types for which they provide services, and in the populations they serve.

The recipient of funds will work with BJS to develop a plan for engaging the SMEs. The awardee, under BJS direction, will prepare a draft NSVSP instrument and outreach materials for review, schedule meetings to discuss feedback, and provide BJS with consolidated notes from expert reviews. Meetings may consist of one-on-one or small group interviews and may take place via telephone or video conference. The recipient of funds should budget for two rounds of meetings and honoraria for SMEs, as-needed preparation time, conducting consultations, and any required follow-up.

- (3) **Conduct cognitive testing and usability testing of the NSVSP instrument.** Once a draft instrument has been developed, the instrument will go through two rounds of cognitive testing. Round two will provide an opportunity to test any revisions made to the instrument based on initial cognitive testing findings. BJS anticipates testing to be completed with approximately 60 to 75 VSPs so that testing results reflect the field's diversity in terms of agency type, size, and the types of services and populations served. Once the instrument is finalized and formatted for administration, the awardee will also conduct a small (9 to 15 VSPs) usability test to ensure the online and Computer Assisted Telephone Interviewing (CATI) instruments function as intended and are clear to VSPs.

- (4) **Develop a plan for updating the NSVSP sampling methodology and create an updated approach.** There are multiple considerations in developing and improving a sampling strategy, including how to stratify the sample and the costs and effort of potentially producing both national and subnational estimates. The recipient of funds will work closely with BJS to evaluate various sampling improvement options. With BJS, the recipient will weigh assumptions underlying each design and select the optimal design.

BJS anticipates investing in a large sample size of approximately 4,000 to 6,000 VSPs from the frame of approximately 17,000 VSPs, but the final sample size will be determined based on the results of a power analysis and cost estimates. The recipient will conduct power analyses, generate cost estimates for different design options, and, after a design has been selected by BJS and the awardee, write up a draft of the subnational and national sampling and estimation plan. The recipient will then execute the selected design. The awardee will work to obtain sufficient response rates (80% or higher) and tracking paradata during collection. Based on findings from the NCVSP, the recipient of funds will work with BJS to prepare and administer a nonresponse protocol.

- (5) **Prepare generic and full Office of Management and Budget (OMB) packages and institutional review board (IRB) protocols.** The awardee will collaborate with BJS to draft a generic OMB package that will cover the cognitive testing and the feasibility study and a full OMB package that will cover the administration of the NSVSP to a sample of VSPs. The awardee will also draft IRB protocols to cover all research and administration of the collection.
- (6) **Revise and format the NSVSP instrument.** Based on information gathered from SMEs and review of the instrument, the awardee will format the survey for administration. Like the past NSVSP, the survey will be web-based with an option for CATI administration. The awardee will design a system for capturing metadata from both the CATI and the online version of the instrument (for example, start date and time, completion date and time, response rates, and other variables determined by BJS). Respondents will be encouraged to complete the survey online.
- (7) **Plan and coordinate outreach to the victim service provider field.** With guidance from the SMEs, the awardee will develop an outreach plan that includes a timeline and diverse, creative methods (e.g., webinars, podcasts, emails) for communicating with the VSP field. This will include direct outreach to the data providers as well as outreach to key stakeholders or agencies that are well-positioned to support the NCVSP.
- (8) **Administer the NSVSP to a sample of VSPs on the updated NCVSP frame.** The recipient of funds will work closely with BJS to administer the NSVSP to a sample of VSPs from across the nation. The awardee will collaborate with BJS to develop all survey administration materials, including notification and invitation letters and emails, training materials for telephone interviews and non-response follow-up reminder calls, and a list of frequently asked questions for respondents. The awardee also will prepare and administer an adaptable nonresponse protocol (if needed to increase the length of the fielding time to increase the response rate). The awardee also will monitor the data collection costs and participation rates and produce biweekly paradata reports for BJS. Paradata might include number of contacts by mode (telephone, mail, email); phase within the nonresponse follow-up protocol; time it takes to complete the survey; and response rates overall and by VSP type.
- (9) **Develop and implement plans for weighting, imputation of missing data, and non-response bias analysis.** The awardee will develop these plans in conjunction with BJS and implement with approval. The proposed plan should consider what was done in the 2019 NSVSP and areas of improvement for the 2024 NSVSP. The recipient will develop imputation strategies for missing data and generate post-stratification weights so that users can produce national and subnational estimates. The analysis plan will be modified iteratively as the project progresses. If response rates are under 80%, the awardee will conduct and write up a robust non-response bias assessment summarizing findings on non-response bias and recommending specific methods to address that bias.
- (10) **Prepare a clean, public-use NSVSP data file, a codebook, and documentation necessary for archiving at NACJD.** The recipient of funds will prepare the data for analysis by cleaning and verifying the accuracy of all data. BJS and the award recipient will then collaborate to determine the information that will be included in the public-use data file, which is anticipated to include administration variables

(organizational name and address, mode of survey completion, date of survey completion), all instrument item responses, and additional variables calculated for particular types of analysis. The award recipient will deliver to BJS a clean, verified data file and documentation necessary to replicate variables calculated included in the data file. The data will be delivered in a commonly used statistical software package (Statistical Package for the Social Sciences, or SPSS; SAS; or Stata). The data file and codebook will meet the NACJD standards and formatting requirements and the awardee will work directly with the archive staff to answer questions and ensure that the data and documentation are sufficient.

- (11) **Prepare a final report summarizing the administration of the NSVSP, methodology, and how to analyze the data.** The awardee should plan for close coordination with BJS on the final report, which is expected to be a public document. The goal of this final report is to provide data users with the details of the project administration and information that will encourage use of the final data.
- (12) **Prepare all progress reports, financial reports, and other reports as requested by BJS and as documented in the award.** In addition, the selected applicant will meet with BJS on a biweekly basis or as otherwise requested by the BJS program manager.
- (13) **Meet BJS data security requirements.** The award recipient must securely and confidentially manage data in accordance with 28 C.F.R. Part 22. The recipient is required to develop and maintain a data management plan (DMP), providing general program information and describing the specific procedures by which the data collected under BJS's authority for the project will be acquired, received, handled, processed, stored, transferred, and disposed of after the project period. The award recipient will develop the DMP in collaboration with the BJS Program Manager (PM) and must submit it to BJS for review and approval no later than 60 days after the award start date. Additionally, the award recipient must maintain an updated version of its DMP throughout the project period and must obtain BJS approval prior to making changes to the approved plan. A model DMP is available on the BJS website at Human Subjects Protection, Confidentiality, and Data Management Plan Requirements | Bureau of Justice Statistics (<https://bjs.ojp.gov/funding/human-subjects-and-confidentiality-requirements>).

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the [How to Apply section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form](#).

Federal Award Information

Awards, Amounts, and Durations

Anticipated Number of Awards: 1

Anticipated Maximum Dollar Amount per Award: up to \$1,200,000

Period of Performance Start Date: 10/1/2024

Period of Performance Duration (Months): 24 months

Anticipated Total Amount To Be Awarded Under This Solicitation: \$1,200,000

Additional Information: While the maximum allowable funding amount is \$1,200,000 OJP encourages applicants, including those that are new or that have never received a federal award, to submit a proposed budget that best supports their project objectives and organizational capabilities, even if the proposed budget is at a lower amount than the maximum allowable funding level.

Continuation Funding Intent

OJP may, in certain cases, provide additional funding in future years to awards made under this funding opportunity through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the progress of the work funded under the award, when making continuation award decisions.

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Type of Award

OJP expects to make an award under this funding opportunity as a cooperative agreement, which provides for OJP to have substantial involvement in carrying out award activities. See the "[Administrative, National Policy, and Other Legal Requirements](#)" section of the [Application Resource Guide](#) for additional information.

Cost Sharing or Matching Requirement

This funding opportunity does not require a match.

Eligibility Information

For eligibility information, see the [Synopsis](#) section.

For the purposes of this notice of funding opportunity, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

How To Apply

Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov [“How to Apply for Grants”](#)
2. OJP [“How To Apply”](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

How To Apply

Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

A small business, in addition to obtaining the SAM.gov registration, should obtain an Employer Identification Number (EIN) from the Internal Revenue Service. The person applying for an award will submit the EIN value as the Tax Identification Number (TIN). The applicant should not submit their social security numbers. For additional information, including the steps to obtain an EIN: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

Step 1: After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants deadline.

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the “How To Apply” section in the [Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by 5:00 p.m. Eastern Time on July 9, 2024.

The **full application** must be submitted in JustGrants by 5:00 p.m. Eastern Time on July 16, 2024.

To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented submission of the application on time.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov: contact the [SAM.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 p.m. ET at 866-606-8220.
- Grants.gov: contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants: contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov or AskBJS@usdoj.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact AskBJS@usdoj.gov at the BJS contact identified within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must—

- describe the technical difficulties experienced (provide screenshots if applicable)
- include a timeline of the applicant’s submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded)
- include an attachment of the complete grant application and all the required documentation and materials
- include the applicant’s Unique Entity Identifier (UEI)
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information listed above), or that does not submit a waiver request within the required time period, will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [Application Resource Guide](#).

Application and Submission Information

Content of Application Submission and Available Surveys

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)

If OJP determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

Content of the SF-424 in Grants.gov

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

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

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

Content of the JustGrants Application Submission

Entity and User Verification (First Time Applicant)

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

Standard Applicant Information

The “Standard Applicant Information” section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project—including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

Data Requested With Application

The following application elements should be submitted in the web-based forms in JustGrants.

[Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the questionnaire.

[Brief Applicant Entity Questionnaire](#)

The Office of Justice Programs (OJP) is collecting the following information to help assess its efforts to attract a broader range of applicants. These questions apply to the applicant entity and its work and scope only, and not to the specific project(s) being proposed within the application. Responses to the questions will not be considered in the application review process. The questions included in the questionnaire are available in the [Standard Forms & Instructions: Brief Applicant Entity Questionnaire](#).

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; and should not exceed 25 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, OJP may consider such noncompliance in peer review and in final award decisions. Tables, charts, and graphs can use fonts smaller than 12-point but must be included within the page limit.

The Proposal Narrative must include the following sections:

- a. Description of the issue OR statement of the problem if research is involved
Applicants should describe why this project is important and how the results of the NSVSP collection will contribute meaningful data on victimization and victim services. Demonstrate a thorough understanding of the victim services literature and field, especially the diversity of the types of entities serving victims, and show knowledge of current priority data needs. Demonstrate an understanding of the technical needs and awareness of key aspects of the VSP field that might present challenges for data collection.
- b. Project Design and Implementation
Demonstrate expertise in administration of national collections and provide a plan for conducting SME consultations, finalizing the NSVSP instrument, and administering the instrument to a large sample of VSPs. Demonstrate expertise in sampling methodology and an understanding of how different sampling strategies will affect the quality and types of estimates that can be produced. Discuss strategies for securing a high response rate for the NSVSP and describe potential solutions to challenges that might arise during data collection. Discuss past experiences with analyzing nonresponse bias, generating weighting and imputation strategies, and cleaning and preparing data for analysis.

Append a proposed project timeline with expected milestones and level of staff effort for each phase of the work that corresponds with the goals, objectives, and deliverables articulated in the solicitation. Build in time for research and development work on the instrument, SME consultations, cognitive testing of the NSVSP, and OMB approval prior to administration of the NSVSP collection.

c. Capabilities and Competencies

Describe the capabilities and competencies needed to accomplish the goals and objectives of the project. Describe staff subject matter and technical expertise. Describe a staffing plan for all proposed staff, including subrecipients if applicable. Demonstrate that the project team has the relevant qualifications, including subject expertise, strong project management skills, and methodological and statistical expertise, needed to carry out the NSVSP. Demonstrate that the project team has the relevant subject matter and survey methodology expertise. Clearly specify the roles and responsibilities of each proposed staff, including subrecipients if applicable. Demonstrate the capability to successfully conduct a project of this size and scope through examples of past performance.

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

Describe the process for measuring project performance. Identify who will collect the data; who is responsible for performance measurements; and how the information will be used to guide and evaluate the project's impact. Describe the process to accurately report data.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award's reporting requirements.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the solicitation goals and objectives identified in the "[Goals and Objectives](#)" section. Applicants can visit [OJP's performance measurement page](#) at www.ojp.gov/performance for more information on performance measurement activities.

A list of performance measures for this program can be found in the [Performance Measures](#) section of this solicitation.

BJS will require award recipients to submit performance measure data and performance reports in JustGrants. BJS will provide further guidance on the post-award submission process if the applicant is selected for award.

[Note on Project Evaluations](#)

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

Application Goals, Objectives, Deliverables, and Timeline Web-Based Form

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

- **Goals:** The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project's desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

Deliverables Expected by Successful Applicants

Program objectives and deliverables should be included in one timeline.

At the start of the project, the awardee should present BJS with a project plan including task lists, timelines, and staff lists (**deliverable 1**). The awardee should conduct a review of the 2019 NSVSP instrument, including an analysis of potentially problematic variables and key missing constructs, and produce a report summarizing the findings and recommendations for instrument revisions (**deliverable 2**). At same time, BJS and the awardee will work together to develop a list of SMEs (**deliverable 3**) and begin planning for SME consultations. Materials for the consultations will include at least an agenda, outreach, and logical coordination with the SMEs (**deliverable 4**) for a draft of the 2024 NSVSP instrument for SME review (**deliverable 5**) and a draft of the VSP outreach plan for SME review (**deliverable 6**). The awardee will provide BJS with consolidated, written notes from meetings within a month (**deliverable 7**).

Based on information gathered through SME consultations, the awardee will draft the cognitive testing administration materials including a testing protocol and script, all communication with selected entities, and the NSVSP instrument (**deliverable 8**). The awardee will prepare a generic clearance OMB package to cover cognitive testing and usability testing (**deliverable 9**). Once the testing is complete, the awardee will prepare a summary report on the findings, including a discussion of the impact of any instrument revisions on the ability to make comparisons to the 2019 NSVSP data (**deliverable 10**), and format the NSVSP instrument for telephone, online, or hard copy administration (**deliverable 11**). Prior to administration of the instrument, BJS and the awardee will prepare materials for and conduct a small usability test to ensure that both the programmed online instrument and telephone script are clear and functional for respondents (**deliverable 12**). A summary report of the usability test will be delivered to BJS with the final NSVSP instrument (**deliverables 13 and 14**).

Working with BJS, the awardee will draft all the NSVSP administration communication materials including the notification and invitation emails and letters to VSPs, reminder communication, and phone scripts (**deliverable 15**). BJS and the awardee will collaborate to write a draft of the full OMB clearance package for the administration of the NSVSP (**deliverable 16**).

Over the course of data collection, the awardee will deliver biweekly production reports that include paradata monitoring indicators of cost and participation, and data quality and completeness (**deliverable 17**). The awardee will produce a report outlining the final sampling approach (**deliverable 18**) and a plan for nonresponse bias analysis, weighting, and imputation for BJS approval (**deliverable 19**). The awardee will document the generation of weights and plans for estimating standard errors. If response rates are below 80%, the awardee should produce a report detailing findings from nonresponse bias analysis and suggesting methods to address item and unit nonresponse (**deliverable 20**).

Once the plans have been approved and data collection completed, the awardee will deliver a preprocessed data file that includes all variables collected, a clean public-use data file that includes all final variables of interest and weights, a final codebook in the format required for archiving at the NACJD, crosswalk to the 2019 NSVSP instrument, and a final report summarizing the administration of the NSVSP, key methodology, and examples of code or syntax (e.g. SPSS, SAS) for data users to conduct basic data analysis (**deliverable 21**). The awardee will complete all routine grant monitoring reports, including progress reports, financial reports, and other documentation that might be requested during award review or monitoring (**deliverable 22**).

Budget and Associated Documentation

Funding Restrictions

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

Budget Detail and Narrative Web-Based Form

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

For additional information about how to prepare a budget for federal funding, see the “[Application Resource Guide](#)” section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

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 [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

Costs Associated With Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. See the [Application Resource Guide](#) for information on costs associated with language assistance.

Budget/Financial Attachments

Pre-Agreement (Pre-Award) Costs (if applicable)

Pre-agreement costs are defined as costs requiring approval 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. If a successful applicant, in anticipation of the Federal award, but before

the start date of the period of performance, incurs costs which are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the “Costs Requiring Prior Approval” section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.

[Indirect Cost Rate Agreement \(if applicable\)](#)

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III – VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

[Consultant Rate \(if applicable\)](#)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

[Limitation on Use of Award Funds for Employee Compensation for Awards Over \\$250,000; Waiver \(if applicable\)](#)

If an applicant proposes to hire employees with Federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent 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. See the [Application Resource Guide](#) for information on the “Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.”

[Disclosure of Process Related to Executive Compensation \(if applicable\)](#)

This notice of funding opportunity expressly modifies the Application Resource Guide by not incorporating its “Disclosure of Process Related to Executive Compensation” provisions. Applicants to this funding opportunity are not required to provide this disclosure.

[Additional Application Components](#)

The applicant will attach the additional requested documentation in JustGrants.

[Curriculum Vitae or Resumes](#)

Provide resumes of key personnel who will work on the proposed project.

[Tribal Authorizing Resolution](#)

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will upload the tribal authorizing documentation as an attachment in JustGrants. See the [Application Resource Guide](#) for information on tribal authorizing resolutions.

Letters of Support

Applicants should include, for each named supporting entity, a signed letter of support that outlines the supporting entity's reasons for supporting for the project. Applications submitted from two or more entities are encouraged to submit signed letters of support that provide a detailed description of why the proposed project should receive federal funding.

Each letter of support may include the following: (1) a description of the relationship between the applicant entity and the supporting entity; (2) a description of the need and what benefits would be gained from the project; (3) a description of the applicant's capacity to complete the proposed project. Letters of support should be signed and then submitted as one separate attachment to the application.

Memoranda of Understanding (MOUs) and Other Supportive Documents (if applicable)

Applicants should include for each named partner, a signed Memorandum of Understanding (MOU), letter of intent, or subcontract that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs. For applications submitted from two or more entities, applicants are encouraged to develop and submit signed MOUs or signed letters of intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or letter of intent should include the following: (1) names of the organizations involved in the agreement; (2) what service(s) and other work will be performed under the agreement by what organization; (3) duration of the agreement.

Subcontracts, MOUs, or letters of intent should be submitted as one separate attachment to the application.

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [Application Resource Guide](#).

Human Subjects Protection

Human Subjects Protection Certification of Compliance. BJS requires the funding recipient to submit proper documentation certifying that the research project meets the federal requirements for human subjects protections set forth in 28 CFR Part 46. Applicants should complete the Human Subjects Protection Certification of Compliance form, available <https://bjs.ojp.gov/sites/g/files/xyckuh236/files/media/document/bjsssphs.pdf>. Applicants should attach the completed certification form in JustGrants.

Privacy Certificate

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 members, including information technology

personnel, subcontractors, and/or consultants, with access to identifiable data collected in conjunction with BJS-funded activities are required to sign a Privacy Certificate to affirm their understanding of, and agreement to comply with, the terms of access and privacy requirements. Award recipients are responsible for maintaining an updated list of individuals with access to identifiable information and for ensuring that new staff who gain access to such information during the project period sign a Privacy Certificate. A model certificate is located at <https://bjs.ojp.gov/sites/g/files/xyckuh236/files/media/document/bjsmpc.pdf>. Applicants should attach the completed Privacy Certificate in JustGrants.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

Applicant Disclosure of Duplication in Cost Items

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing
Review and accept in JustGrants the DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing. See the [Application Resource Guide](#) for additional information.

Applicant Disclosure and Justification – DOJ High-Risk Grantees

If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High-Risk Grantee is an award 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; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

Application Review Information

Review Criteria

Basic Minimum Review Criteria

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are requirements for all OJP solicitations:

- The application must be submitted by an eligible type of applicant.

- The application must request funding within any stated programmatic funding limits or boundaries.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Merit Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

- Statement of the Problem/Description of the Issue (20%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (40%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (20%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%): evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
- Budget (15%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

Other important considerations for OJP include geographic diversity, strategic priorities, available funding, past performance, and the extent to which the Budget web-based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the [Uniform Requirements 2 C.F.R. Part 200, Subpart E](#).

Risk Criteria/Factors

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM.gov as excluded from receiving a federal award.

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.gov.

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above. Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the BJS Acting Director, who may consider not only peer review ratings and BJS recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30. See the [Application Resource Guide](#) for information on award notifications and instructions.

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices (programs or practices that have been evaluated as effective), see the [Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [Application Resource Guide](#).

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards”](#) under the “Civil Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English

proficiency (LEP) because of their national origin have meaningful access to a recipient's program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <https://www.ADA.gov> or contact OJP.

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 Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [Application Resource Guide](#) for additional information.

Information Technology Security Clauses

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

General Information About Post-Federal Award Reporting Requirements

In addition to the deliverables described in the "[Program Description](#)" section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients must submit quarterly financial reports, semi-annual performance reports, final financial and performance 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 [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation Synopsis.

Other Information

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

See the [Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).

		Codebook and other documentation on the public data file, including names, legitimate values, value labels, and calculations used to create the variables
Effective strategies implemented that ensure proficient project management and communication with the BJS project manager throughout the duration of the project period	Provide effective management as measured by whether significant milestones were achieved, final deadlines were met, and costs remained within approved limits	All routine grant monitoring reports, including progress reports, financial reports, and other documentation that might be requested during award review or monitoring

Application Checklist

FY 2024 National Survey of Victim Service Providers

This application checklist has been created as an aid in developing an application. For more information, reference [The OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Pre-Application

Before Registering in Grants.gov

- Confirm your entity's registration in the [System Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#)).

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [Application Resource Guide](#)).

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#)).
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#)).
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#)).
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [Application Resource Guide](#)).

Review the Overview of Post-Award Legal Requirements

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$1,200,000.

Review Eligibility Requirement

- Review the "Eligibility" section in the Synopsis and "Eligibility Information" section in the solicitation.

Application Step 1

After registering with SAM.gov, submit the SF-424 and SF-LLL in Grants.gov.

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov.**

Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:

- A submission receipt.
- A validation receipt.
- A grantor agency retrieval receipt.
- An agency tracking number assignment.

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

- Contact BJS or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see “[Application Resource Guide](#)” section on [Experiencing Unforeseen Technical Issues](#)).

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants.

Application Step 2

Submit the following information in JustGrants:

Application Components

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract*
- Proposal Narrative*
- Application Goals, Objectives, Deliverables, and Timeline web-based form

Budget and Associated Documentation

- Budget Detail Narrative and web-based form*
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- Memorandum of Understanding (if applicable)
- Letters of Support
- Resumes of key personnel
- Human Subjects Protection
- Privacy Certificate

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [Application Resource Guide](#))

- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [Application Resource Guide](#))

****Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.***

Review, Certify, and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

If no JustGrants application submission confirmation email or validation is received, or if error notification is received—

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties. See the [Application Resource Guide](#) for additional information.

Standard Solicitation Resources

[Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions, and sign up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists, and other resources to help applicants complete an application.

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.