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

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS), in partnership with the Federal Bureau of Investigation's (FBI) Criminal Justice Information Services (CJIS) Division, is seeking applications for funding to support efforts of selected local law enforcement agencies (LEA) to report incident-based crime data to the FBI's National Incident-Based Reporting System (NIBRS). Under this solicitation, funding will be provided to support the transition to incident-based reporting (IBR) among LE agencies selected for participation in the National Crime Statistics Exchange (NCS-X) that currently do not report IBR data to their state Uniform Crime Reporting (UCR) Program or the FBI's NIBRS. This program furthers the Department's mission to develop innovative strategies that support information sharing among sectors of the justice community.

FY 2019 NCS-X Implementation Assistance Program: Support for Local Law Enforcement Agencies
Applications Due: December 27, 2018

Eligibility

Eligible applicants are local LEAs selected for participation in the NCS-X, however, agencies that have previously applied for and been awarded funds to support their NIBRS transition are not eligible for funding under this solicitation. Agencies that report or are in the process of transitioning to IBR/NIBRS may not be considered eligible. Applications from a third-party entity supporting the transition of an eligible agency or agencies may also be considered. The full list of NCS-X selected agencies is included in [Appendix B](#) of this solicitation.

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

BJS welcomes 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).[1] The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and overseeing the project activities. 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.

Deadline

Applicants must register in the [OJP Grants Management System](#) (GMS) prior to submitting an application under this solicitation. All applicants must register, even those that previously

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[1] For additional information on subawards, see "Budget and Associated Documentation" under [Section D. Application and Submission](#).

registered in GMS. Select the "Apply Online" button associated with the solicitation title. All registrations and applications are due by 5:00 p.m. eastern time on December 27, 2018.

For additional information, see How to Apply in Section D. Application and Submission Information.

Contact Information

For technical assistance with submitting an application, contact the GMS Support Hotline at 888-549-9901, option 3, or via email at GMS.HelpDesk@usdoj.gov. The GMS Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen GMS 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. For information on reporting technical issues, see "Experiencing Unforeseen GMS Technical Issues" in the How to Apply in Section D. Application and Submission Information.

For assistance with any other requirements of this solicitation, contact Andrea Gardner, NCS-X Program Manager, by telephone at 202-307-0765, or by email at askbjs@usdoj.gov. Include "NCS-X FY19 SLLEA" in the subject line.

Release date: October 1, 2018

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FY 2019 NCS-X Implementation Assistance Program: Support for Local Law Enforcement Agencies
(CDFA # 16.734)

A. Program Description

Overview

The Bureau of Justice Statistics (BJS) and the FBI's Criminal Justice Information Services (CJIS) Division partnered to implement the National Crime Statistics Exchange (NCS-X), an initiative to expand the number of law enforcement agencies (LEAs) reporting crime data to the FBI's National Incident-Based Reporting System (NIBRS).[2] The NCS-X Initiative will support a scientifically selected sample of 400 LEAs in reporting incident-based crime data to NIBRS to produce statistically sound, detailed national estimates of crime known to law enforcement. Through this solicitation, BJS seeks applications from eligible NCS-X agencies[3] to support costs associated with reporting incident-based crime data that are compliant with the NIBRS standard. BJS funding decisions under this solicitation will be made in coordination with, and the concurrence of, the FBI's CJIS Division.

The FBI has formally announced its intention to retire the Summary Reporting System (SRS) of the Uniform Crime Reporting (UCR) Program and transition to a NIBRS-only collection on January 1, 2021. To ensure crime data meet state UCR Program requirements, local LEAs are strongly encouraged to work closely with their state UCR Program while developing an IBR transition plan. In general, local LEAs report data to the FBI's NIBRS by submitting state-specific, incident-based data to their state UCR Program, then the state UCR Program reports those data to the FBI. The FBI and BJS advocate using the "state pipeline" for crime data reporting. For those instances in which a state is not able to receive incident-based data from local LEAs, the FBI will accept incident-based data directly from a local LEA until the state pipeline is in place. However, agencies should report crime data directly to their state UCR Program whenever possible.

Statutory Authority: Under Section 302 of the Omnibus Crime Control and Safe Streets Act, BJS is authorized to "make grants to, or enter into cooperative agreements or contracts with public agencies, institutions of higher education, private organizations, or private individuals" for purposes of collecting and analyzing criminal justice statistics. Also, under 34 U.S.C. 10132(a)(c)(19), BJS is authorized to support the development and enhancement of national information systems including NIBRS. Under Title 28, U.S.C., Section 530C, the FBI is authorized to provide funds to BJS to make grants under this solicitation. Under Title 28, U.S.C., Section 534 and 28 Code of Federal Regulations, Section 0.85, the FBI is authorized to support activities related to the transfer and sharing of criminal justice information across and between LE and related agencies

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[2] See https://www.bjs.gov/content/pub/pdf/NCS-X_FBI_BJS%20Joint_Statement.pdf to view the BJS-CJIS Joint Statement of Support.
[3] For eligibility information, see the title page and Appendix B.

Program-Specific Information

NIBRS was implemented to improve the overall quality of crime data collected by law enforcement and captures details on each single crime incident—and on separate offenses within the same incident—including information on victims, known offenders, relationships between victims and offenders, arrestees, and property involved in the crimes. Unlike the aggregate monthly tally of crimes reported through UCR's SRS, NIBRS data provides information about the circumstances and context for crimes. This additional detail will help law enforcement and communities around the country use resources more strategically and effectively.

Only about a third of all U.S. LEAs participate in NIBRS, and as such, NIBRS data cannot currently be used as the national standard for quantifying crime. The NCS-X Initiative seeks to expand NIBRS into a nationally representative system of incident-based crime statistics by enrolling a sample of 400 scientifically selected LEAs to submit data to NIBRS. When data from these 400 new NIBRS-reporting agencies are combined with data from the more than 6,800 agencies that already report to NIBRS, BJS will be able to generate nationally representative incident-based crime statistics.[4] These incident-based data will capture the attributes and circumstances of crime and allow for more detailed and transparent descriptions of crime. The sample-based approach to enrolling new NIBRS reporting agencies will allow BJS to produce and report national estimates of incident-based crime data, while the rest of the nation transitions to NIBRS.

Selection of NCS-X Agencies

The initial NCS-X sample of 400 LEAs was drawn from the full set of state and local LEAs that reported summary crime data to the FBI's UCR Program in 2011, stratified by agency type and total number of sworn officers. Sample agencies were selected from 11 strata, as identified in the table below.

Agency type	Total number of—	
	Sworn officers	Agencies
State, county, or municipal	750 or more	72
State	1–749	12
State or municipal	0	2
County or township	36–749	72
County or township	0–35	22
Municipal	181–749	48
Municipal	61–180	40
Municipal	16–60	47
Municipal	1–15	71
Remainder, nontribal	Any	5
Tribal	Any	9
Total sample agencies		400

In addition to the initial sample of 400 agencies, a subset of additional agencies are held in

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[4] Total number of NIBRS reporting in 2016 is available at https://ucr.fbi.gov/nibrs/2016/resource-pages/nibrs-2016_summary.pdf.

reserve to replace agencies that may decline to participate or to accommodate other needs for replacement. The list of sample and reserve agencies is available on the BJS website at https://www.bjs.gov/content/pub/pdf/NCSX_sampled_agencies.pdf. Due to the sample design, BJS is unable to increase the number of sampled agencies or add agencies to the sample that were not originally selected as "initial" or "replacement" agencies.

Support for LEAs Selected for Participation in the NCS-X Initiative

BJS and the FBI coordinate NCS-X program activities through the NCS-X Implementation Team. A consortium of organizations makes up the NCS-X Implementation Team, including RTI International, the International Association of Chiefs of Police, Police Executive Research Forum, Integrated Justice Information Systems Institute, SEARCH, the National Consortium for Justice Information and Statistics, and the Association of State Uniform Crime Reporting Programs.

This team was established through a competitive bidding process to promote NIBRS expansion by providing support to the 400 NCS-X sampled agencies. The NCS-X Implementation Team offers technical assistance to NCS-X agencies assists in completing Readiness Assessments and identfies the transition needs of agencies. Consultation on technical assistance and NIBRS certification is provided at no cost to recipients.

In addition to offering technical assistance, BJS, CJIS, and the NCS-X Implementation Team can provide a number of resources to assist local LEAs in transitioning to NIBRS reporting, including the "*Law Enforcement Agency IBR Playbook: A Guide to Implementing an Incident-Based Crime Reporting System*." For additional information on resources, see the NCS-X page on the BJS website or contact the Implementation Team at ncsx@rti.org.

Please note, applicants are REQUIRED to submit a completed NCS-X Readiness Assessment with their application to be eligible to receive funds under this solicitation. A readiness assessment is used for determining an agency's capabilities and barriers to collecting and reporting incident-based crime data, compliant with the state UCR Program's state-specific IBR standard or to the FBI's NIBRS standard if the state does not have an established IBR program. Responses to the Readiness Assessment will aid in determining each agency's IBR transition needs and will serve as the basis of the applicant's funding request.

Completing the NCS-X Readiness Assessment

There are two versions of the Readiness Assessment, one version for agencies with Commercial Off-The-Shelf (COTS) records management system (RMS) solutions and another version for agencies with an RMS built in-house to custom specifications. Please select the Readiness Assessment version that reflects your agency's RMS design. Agencies should consult with their information technology support staff and/or their RMS solution provider when completing the Readiness Assessment to ensure RMS capabilities are accurately reflected.

NCS-X readiness assessments require the local agency to—
1. Review the agency's crime incident data capture form to ensure that the IBR data elements are being collected or to identify the gaps.
2. Review the RMS schema to determine if the IBR data elements are already defined in the existing database. If not, determine which ones are not defined in the system.
3. Review the RMS edit checks to determine the extent to which the IBR-required edits (including the conditional edits) are already included in the data entry capture or subsequent validation.

4. Determine whether a data extract program exists. If it does not, evaluate the level of effort required to create an extract program that would pass certification with the state or FBI (as applicable).
5. Identify options for addressing any gaps identified during the assessment, and determine the work efforts, resources, and costs associated with those options.

If you need assistance in completing the Readiness Assessment please contact the NCS-X Implementation Team at ncsx@rti.org. The Team can also assist LEAs by reviewing responses to the Readiness Assessment and translating reporting gaps identified in the assessment to agency-specific IBR transition needs.

Applicants requesting funding to support their transition to NIBRS reporting will only be considered if the completed NCS-X Readiness Assessment is appended to the application and its results referenced in the application.

Support for State UCR Programs to Collect, Process, and Report Incident-Based Data to NIBRS

BJS, the FBI, and the NCS-X Implementation Team work directly with state UCR Program managers and others in the state to ensure that local agency transitions to IBR comply with state program specifications. By supporting state UCR Programs, the NCS-X program ensures the state pipeline may accept incident-based data from local LEA in the NCS-X sample, as those agencies transition to IBR. Recipients of funds under this solicitation are strongly encouraged to consult with the state UCR Program and/or FBI's CJIS Division staff for details about IBR/NIBRS certification and other reporting requirements.

A total of 36 state UCR Programs are certified by the FBI to report NIBRS data to the national system and accept incident-based data reported by local LEAs in the state. States certified by the FBI to report to NIBRS have established a state IBR standard to which local agencies in those states must report; the state UCR Program generally takes responsibility for converting state incident-based data into the NIBRS format for submission to the FBI. In states with an IBR component, agencies must ensure compliance with the state standard when converting to IBR. The remaining 14 states and the District of Columbia do not yet have a NIBRS-certified UCR Program, but are working to implement a program at the state level. The following table provides a list of the states by their current NIBRS status.

NIBRS Status by State				
Accepting NIBRS data from local LEAs				
AR	IN	MN	OK	TX
AZ	KS	MO	OR	UT
CO	KY	MT	PA	VA
CT	LA	ND	RI	VT
DE	MA	NE	SC	WA
GA	ME	NH	SD	WI
IA	MI	OH	TN	WV
ID				
Implementing a NIBRS program				
AK	DC	IL	NC	NV
AL	FL	MD	NJ	NY
CA	HI	MS	NM	WY

Steps for applying for NCS-X funds:

1. Consult the state UCR Program to determine state-specific IBR requirements.
2. If applicable, consult with members of your RMS consortium to obtain concurrence in transitioning to IBR.
3. Complete the NCS-X Readiness Assessment.
4. Contact the NCS-X Implementation Team to discuss responses to the Readiness Assessment and/or to identify your agency's gaps in reporting incident-based data.
5. Use results of the Readiness Assessment to obtain a quote to transition a summary-based RMS to an incident-based RMS. If your agency does not currently have an RMS, consult the NCS-X Implementation Team to determine a cost estimate for transitioning to IBR.
6. Verify your agency's existing hardware can support an incident-based RMS. If applicable, obtain a quote for upgraded hardware.
7. Respond to the Statement of Work and Deliverables, Sections A –G on pages 9-12 of the solicitation or complete the NCS-X Application Template in Appendix D. Be sure to discuss the results of the Readiness Assessment in your responses, and tie in your agency's funding request to the reporting gaps identified in your Readiness Assessment.
8. Prepare an IBR transition timeline in which all proposed work begins June 1, 2019, and is completed prior to the FBI's January 1, 2021, transition deadline.
9. Complete the [OJP Budget Detail Worksheet](). Be sure to provide a description of your budget request in the narrative text box provided in the worksheet. The description should also include a statement explaining why the request is necessary to report NIBRS-compliant incident-based data. Please see the description below for costs considered allowable under this solicitation.

Costs Considered Allowable Under this Solicitation

Funding provided to local LEAs under this solicitation is not intended to cover all costs associated with establishing or expanding a NIBRS-compliant IBR capability. **The award funds are intended to cover those costs that are directly necessary for the program activities being proposed.** Applications for funding under this solicitation should consider the following information about allowable costs.

Under this solicitation, reasonable costs associated with the following are considered allowable:

1. software and hardware that directly support or enhance an agency's technical capacity for collecting and processing data and submitting those data to the state UCR Program or directly to the FBI, in the appropriate format. This includes acquiring software to enable reporting of state-IBR/NIBRS compliant data to the state UCR Program, costs for improving the automation of processes associated with data collection and management, and costs for validation testing to ensure conformance with state-IBR/NIBRS standards.
2. contract support costs for local agencies to procure technical assistance for critical agency personnel in how to collect, input, and process incident-based data, if the agency system undergoes substantial modification to become state-IBR/NIBRS compliant.

Under this solicitation, certain costs are NOT allowable, including the following:

1. personnel costs
2. software maintenance costs that extend beyond the length of the award

3. costs for staff to attend training
4. technical assistance not in direct support of automating data processes to collect, extract, and submit NIBRS-conformant data
5. hardware- or software-related contract costs beyond the length of the award period
6. equipment that can be used for any purposes other than NIBRS-compliant crime incident data collection;
7. equipment that is not directly and primarily related to implementing NIBRS reporting system.

Goals, Objectives, and Deliverables

The goal of the NCS-X is to expand NIBRS reporting among a scientifically selected sample of 400 LEAs by January 1, 2021. **The LEAs funded through this solicitation are REQUIRED to obtain certification to report incident-based data that conform to the state-IBR or NIBRS standard, as applicable, within the project period and to submit state-IBR or NIBRS data by the NIBRS transition deadline of January 1, 2021.** Proposals from local agencies under this solicitation must specify the need for and cost of each major component of their agency's plan for collecting, validating, extracting, and reporting IBR data to the state UCR Program or directly to the FBI.

Final deliverables include documentation verifying that the local agency is certified to report IBR data to the state UCR Program or directly to the FBI, if the state does not have a certified IBR program. Interim deliverables include those identified by the applicant in the funding proposal and all required award progress reports. Award recipients are expected to hold monthly status calls with BJS, CJIS, and the NCS-X Implementation Team to update on project progress. In addition, award recipients must provide monthly written reports that (1) update the status of each project task, (2) report the progress made toward completion of each task, and (3) provide up-to-date award expenditure information.

Applicants in states in which the state UCR Program does not have a certified NIBRS program may choose to submit data directly to the FBI. However, if agencies choose to submit directly to the FBI, they must include in their application (1) a letter of support for the direct submission from the state UCR Program, and (2) a statement that the agency will cease direct submission to the FBI and will begin reporting incident-based data to the state UCR Program once the state program establishes a NIBRS-certified reporting capability.

The activities proposed under this award should be completed before January 1, 2021.

Statement of Work and Deliverables

Planning for the transition to NIBRS-compliant crime reporting requires that applicants have a basic understanding of their state-specific implementation of IBR. Some states have incorporated additional IBR requirements that vary from the national NIBRS reporting standards, often in response to state legislative or policy mandates. Applicants are encouraged to contact their state UCR Program for information about the IBR reporting requirements and technical specifications. Applicants should consider the state-specific IBR reporting requirements when completing their NCS-X Readiness Assessment. Responses to the readiness assessment provide support for the resources requested in the application for funding.

Successful applicants to this solicitation will be required to—

1. Procure appropriate technology solutions that address their agency's hardware and software needs for transitioning to IBR/NIBRS reporting, as identified in the funding application and in the agency's readiness assessment.
2. Develop contractual agreements with technology solution providers that will enable the IBR/NIBRS transition, as needed; oversee the work of these third-party contractors; and ensure contractor deliverables are received on time and on budget.
3. Develop contractual agreements with other organizations that share an RMS with your agency, if applicable.
4. Establish and maintain regular communication with the state UCR Program to ensure the applicant agency's incident-based crime data are compliant with state IBR requirements.
5. Test IBR data submissions with the state UCR Program; obtain certification to report IBR data to the state Program; and report state IBR-compliant data by January 1, 2021.
6. Provide status reports to BJS, to include monthly project status calls and written summaries with updates on expenditures and project completion.

In response to this solicitation, applicants are REQUIRED to provide responses to the questions below. Applicants may provide responses in a narrative format or complete the attached NCS-X Application Template (see Appendix D). Applicants are encouraged to review the application review criteria included in Section E. Application Review Information.

Section A: Agency Overview and Current Crime Data Management Processes

1. What is your agency name and where is your agency located (i.e., state, county)?

2. How many sworn personnel are employed by your agency? How many civilian personnel are employed by your agency?

3. What is the size of the jurisdiction (e.g., number of residents, miles covered) your agency serves?

4. Does your agency share a RMS with one or more agencies? If so, (a) list agencies in the RMS consortium, (b) indicate the host agency, and (c) briefly describe any inter-consortium agreements between agencies regarding reporting data to the state UCR Program.

5. On average, how many calls for service does your agency receive on an annual basis? Of these calls for service, how many calls resulted in documented incident reports? What proportion of documented incident reports were classified as UCR Part 1 offenses (i.e., murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, larceny-theft, arson)?

6. How does your agency record criminal incidents? Outline the workflow from recording information about an incident (e.g., reports completed on paper, entered electronically in the field) to validating or finalizing incident reports.

7. How does your agency currently submit crime data to the state UCR Program? Briefly outline the process in which information is transmitted to the state UCR Program.

8. Is there other information about your agency that is relevant for your transition to IBR?

Section B: Barriers in Reporting Incident-based Data

1. Is your agency currently capable of submitting IBR/NIBRS-compliant data to the state UCR Program? If so, discuss why your agency does **not** report IBR/NIBRS-compliant data.

2. Is your agency's current system of recording information about criminal incidents capable of being NIBRS-compliant (e.g., by purchasing a NIBRS module for the RMS or upgrading the current system to a new version)? If the system cannot be made NIBRS-compliant, discuss how your agency will submit NIBRS-compliant data to the state UCR Program.

3. What steps were taken to identify the software and hardware (if any) needed to report IBR/NIBRS-compliant state data?

4. Discuss any IBR/NIBRS-specific data collection barriers or gaps identified in your agency's NCS-X Readiness Assessment and the actions required to address those shortcomings.

Section C: Project Description and Implementation Plan

1. What are your agency's NCS-X project goals?

2. As a condition of this funding, your agency is required to provide documentation verifying your agency is certified to report incident-based data to the state UCR Program by January 1, 2021. List all other deliverables associated with work funded under this solicitation.

3. What specific activities will be conducted to meet project goals and to complete deliverables?

4. What specific steps will your agency take to become certified to report IBR/NIBRS-compliant data with respect to—

   a. obtaining a technical solution that addresses your agency's hardware and software needs for transitioning to NIBRS reporting, as identified in the Readiness Assessment?

   b. developing contractual agreements with technology or software solution providers and overseeing third-party contractors to ensure deliverables are received on time and on budget?

   c. developing contractual agreements with other organizations that share an RMS with your agency, if applicable?

   d. deploying or rolling out an upgraded or new technical solution to your agency for collecting NIBRS-compliant data?

   e. testing with and achieving certification to report incident-based data to the state UCR Program?

5. When will your agency implement key components of your IBR/NIBRS transition plan? For planning purposes, assume a June, 2019 project start date. Applicants must provide a complete IBR transition timeline that includes (a) a list of project goals and deliverables, (b) the specific activities planned to accomplish each project goal/deliverable, (c) projected start date for each planned activity, and (d) projected completion date for each planned activity. Agencies must plan to complete all work within the project period and be IBR/NIBRS certified by January 1, 2021.

Section D: Transition Costs

1. What specific costs will your agency incur while transitioning to IBR/NIBRS compliance? Funding provided to local LEAs under this solicitation is not intended to cover all costs associated with establishing or expanding an IBR/NIBRS compliance. Award funds are intended to cover allowable costs that are directly necessary for the program activities being proposed. Please see pages 8-9 of this solicitation for a description of allowable costs and list specific costs for which your agency is requesting funding. Provide an explanation of how your funding request will improve the automated capture of incident-based data and is necessary for your agency to submit IBR/NIBRS-compliant data to the state UCR Program.

2. Provide a detailed budget, using the [OJP Budget Detail Worksheet](#), indicating all items and activities to be funded. Each funding request should be directly related to improving automation and enabling the applicant agency to report state-IBR/NIBRS data. Include a budget narrative describing each expense listed in the Budget Detail Worksheet and how each expense is necessary to report state-IBR/NIBRS data.

Section E: Communication Plan

1. Identify project staff and describe how they will (a) communicate project goals, activities, and status within your agency and (b) make decisions about project activities within your organization.

2. Describe how project activities will be communicated between your agency and the state UCR Program.

3. Outline a strategy for communicating project updates to BJS and describe your agency's plan for completing and submitting (a) semi-annual progress reports, (b) quarterly financial status reports, and (c) monthly written project status reports that provide regular updates on project activities and expenditures.

Section F: Capabilities and Competencies of Project Staff

1. Provide justification that the project staff have the necessary qualifications and experience to oversee project tasks and fulfill the project goals. Describe how proposed staff's skills will enable them to successfully complete project deliverables.

Section G: Plan for Collecting Performance Measures

In this section, applicants should describe how their agency will collect and report the performance measures required for this award. The performance measures for this solicitation are listed in the [Plan for Collecting the Data Required for this Solicitation's Performance Measures](#).

The Goals, Objectives, and Deliverables listed in the Statement of Work above are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [Section D. Application and Submission Information](#), under Program Narrative.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to—

- improving the quantity and quality of evidence OJP generates
- integrating evidence into program, practice, and policy decisions within OJP and the field
- improving the translation of evidence into practice.

OJP considers programs and practices to be evidence based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence based.

The OJP CrimeSolutions.gov website at https://www.crimesolutions.gov is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Information Regarding Potential Evaluation of Programs and Activities

The Department of Justice has prioritized the use of evidence-based programming and deems it critical to continue to build and expand the evidence informing criminal and juvenile justice programs to reach the highest level of rigor possible. Therefore, applicants should note that the Office of Justice Programs may conduct or support an evaluation of the programs and activities funded under this solicitation. Recipients and sub-recipients will be expected to cooperate with program-related assessments or evaluation efforts, including through the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation. The information or data requested may be in addition to any other financial or performance data already required under this program.

B. Federal Award Information

BJS expects to make multiple awards of varying amounts, with an associated project period of 24 months or less. To allow time for any necessary post-award review, modification, and clearance by the Office of Justice Programs (OJP) of the proposed budget, applicants should propose an award start date of no earlier than June 1, 2019.

In certain cases, BJS may provide additional funding in future years to awards made under this solicitation through continuation awards. In making decisions regarding supplemental awards, OJP will consider, among other factors, the availability of appropriations, OJP's strategic priorities, OJP's assessment of both the management of the award (e.g., timeliness and quality of progress reports), and the progress of the work funded under the award.[5]

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

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[5] Decisions of any such awards must also be consistent with limitations articulated in OJP Order 4200.1 regarding award competition, continuations, periods of performance, and extensions.

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 Administrative, National Policy, and Other Legal Requirements, under Section F. Federal Award Administration Information, for a brief discussion of what may constitute substantial federal involvement.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities[6]) must, as described in the Part 200 Uniform Requirements[7] as set out at 2 C.F.R. 200.303:

(a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that [the recipient (and any subrecipient)] is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.

(c) Evaluate and monitor [the recipient's (and any subrecipient's)] compliance with statutes, regulations, and the terms and conditions of Federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or [the recipient (or any subrecipient)] considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

To help ensure that applicants understand the applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the Department of Justice (DOJ) Grants Financial Management Online Training, available at https://ojpfgm.webfirst.com/. (This training is required for all OJP award recipients.)

Also, applicants should be aware that OJP collects information from applicants on their financial management and systems of internal controls (among other information), which is used to make award decisions. Under Section D. Application and Submission Information, applicants may

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[6] For purposes of this solicitation, the phrase "pass-through entity" includes any recipient or subrecipient that provides a subaward (subgrant) to a subrecipient (subgrantee) to carry out part of the funded award or program. Additional information on proposed subawards is listed under What an Application Should Include, Section 4c of this solicitation.
[7] 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.

access and review the [OJP Financial Management and System of Internal Controls Questionnaire (https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf)](https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf) that OJP requires **all** applicants (other than an individual applying in his/her personal capacity) to download, complete, and submit as part of the application.

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 (POC) listed on the title page of this 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" at https://ojp.gov/financialguide/doj/index.htm for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver
With respect to any award of more than $250,000 made under this solicitation, a 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% 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.[8] The 2018 salary table for SES employees is available on the Office of Personnel Management website at https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/18Tables/exec/html/ES.aspx. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with nonfederal funds. (Nonfederal funds used for any such additional compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee's time is charged to an OJP award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

The Director of BJS may exercise discretion to waive, on an individual basis, this limitation on compensation rates allowable under an award. An applicant that requests a waiver should include a detailed justification in the budget narrative of its application. An applicant that does not submit a waiver request and justification with its application should anticipate that BJS will require the applicant to adjust and resubmit the budget.

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[8] OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed in Appendix VIII to 2 C.F.R. Part 200.

The justification should address, in the context of the work the individual would do under the award, the particular qualifications and expertise of the individual, the uniqueness of a service the individual will provide, the individual's specific knowledge of the proposed program or project, and a statement that explains whether and how the individual's salary under the award would be commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work he/she would do under the award.

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, available at
https://www.ojp.gov/financialguide/doj/PostawardRequirements/chapter3.10a.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients and some conference, meeting, and training costs for grant recipients; and (3) set cost limits, which include a general prohibition of all food and beverage 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. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate.

For additional information, see the "Civil Rights Compliance" section under Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards in the OJP Funding Resource Center at https://ojp.gov/funding/index.htm.

C. Eligibility Information

For eligibility information, see the title page and Appendix B.

For information on cost sharing or matching requirements, see Section B. Federal Award Information.

D. Application and Submission Information

What an Application Should Include
This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

Moreover, an applicant should anticipate that an application that OJP determines is nonresponsive to the scope of the solicitation, or that OJP determines does not include the

application elements that BJS has designated to be critical. For this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative.

NOTE: OJP has combined the Budget Detail Worksheet and Budget Narrative in a single document collectively referred to as the Budget Detail Worksheet. See "Budget Information and Associated Documentation" below for more information about the Budget Detail Worksheet and where it can be accessed.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet," "Timelines," "Memoranda of Understanding," "Résumés") for all attachments. Also, OJP recommends that applicants include résumés in a single file.

Please review the "Note on File Names and File Types" under How To Apply to be sure applications are submitted in permitted formats.

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

   The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. The OJP Grants Management System (GMS) takes information from the applicant's profile to populate the fields on this form.

   To avoid processing delays, an applicant must include an accurate legal name on its SF-424. On the SF-424, current OJP award recipients, when completing the field for "Legal Name" (box 5), should use the same legal name that appears on the prior year award document (which is also the legal name stored in OJP's financial system.) Also, current applicants should enter the Employer Identification Number (EIN) in box 6 exactly as it appears on the prior year award document. An applicant with a current, active award(s) must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice updating the information on its GMS profile prior to applying under this solicitation.

   A new applicant entity should enter its official legal name, its address, its EIN, and its Data Universal Numbering System (DUNS). A new applicant entity should attach official legal documents to its application (e.g., articles of incorporation, 501(c)(3) status documentation, organizational letterhead) to confirm the legal name, address, and EIN entered into the SF-424. OJP will use the System for Award Management (SAM) to confirm the legal name and DUNS number entered in the SF-424; therefore, an applicant should ensure that the information entered in the SF-424 matches its current registration in SAM. See the How to Apply section for more information on SAM and DUNS numbers.

   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 (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**

Applicants must provide a description of their proposed project. A project description may be provided in narrative form or by completing the NCS-X Application Template (see Appendix D). If the applicant chooses to provide a narrative, the program narrative section of the application should not exceed 25 double-spaced pages in a 12-point font with 1-inch margins. If included in the main body of the program narrative, tables, charts, figures, and other illustrations count toward the 25-page limit for the narrative section. The project abstract, table of contents, appendices, readiness assessment form, and government forms do not count toward the 25-page limit. If the applicant chooses to complete the NCS-X Application Template provided in Appendix D, please type responses directly into the document.

If the program narrative fails to comply with these length-related restrictions, BJS may consider such noncompliance when making final award decisions.

The program narrative must address all of the elements included in the solicitation above under the section "Statement of Work and Deliverables."

The following sections should be included as part of the program narrative[9]:

a. Agency Overview and Current Crime Data Management Processes

b. Barriers in Reporting Incident-Based Data

c. Project Description and Implementation Plan

d. Transition Costs

e. Communication Plan

f. Capabilities and Competencies of Project Staff

g. Plan for Collecting the Data Required for this Solicitation's Performance Measures

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award (see General Information about Post-Federal Award Reporting Requirements in Section F. Federal Award Administration Information). 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.

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

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 be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute "research" for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements, likely do not constitute "research." Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 ("Protection of Human Subjects").

"Research," for purposes of human subjects protection for OJP-funded programs, is defined as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." 28 C.F.R. 46.102(d).

For additional information on determining whether a proposed activity would constitute research for purposes of human subjects protection, applicants should consult the decision tree in the "Research and the protection of human subjects" section of the "[Requirements related to Research](#)" webpage of the ["Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)," available through the OJP Funding Resource Center at https://ojp.gov/funding/index.htm.

Every prospective applicant whose application may propose a research or statistical component also should review the "Data Privacy and Confidentiality Requirements" section on that webpage.

4. Budget and Associated Documentation
The Budget Detail Worksheet and the Budget Narrative are now combined in a single document collectively referred to as the Budget Detail Worksheet. The Budget Detail Worksheet is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. Additionally, the Excel workbook contains worksheets for multiple budget years that can be completed as necessary. **All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties.** If an applicant does not have access to Microsoft Excel or experiences technical difficulties with the Excel version, then the applicant should use the 508-compliant accessible Adobe Portable Document Format (PDF) version.

Both versions of the Budget Detail Worksheet can be accessed at
https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm.

a. **Budget Detail Worksheet**
   The Budget Detail Worksheet should provide the detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid with grant funds. The Budget Detail Worksheet should present a complete itemization of all proposed costs.

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

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

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

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

c. **Information on Proposed Subawards (if any) and Proposed Procurement Contracts (if any)**
   Applicants for OJP awards typically may propose to make *subawards.* Applicants also may propose to enter into procurement *contracts* under the award.

   Whether an action—for federal grants administrative purposes—is a subaward or procurement contract is a critical distinction, as significantly different rules apply to subawards and procurement contracts. If a recipient enters into an agreement that is a subaward of an OJP award, specific rules apply—many of which are set by federal statutes, DOJ regulations, and others by award conditions. These rules place particular responsibilities on an OJP recipient for any subawards the OJP recipient may make. The rules determine much of what the written subaward agreement itself must require or provide. The rules also determine much of what an OJP recipient must do both before and after it makes a subaward. If a recipient enters into an agreement that is a procurement contract under an OJP award, a substantially different set of federal rules applies.

OJP has developed the following guidance documents to help clarify the differences between subawards and procurement contracts under an OJP award and outline the compliance and reporting requirements for each. This information can be accessed online at https://ojp.gov/training/training.htm:

- Subawards under OJP Awards and Procurement Contracts under Awards: A Toolkit for OJP Recipients
- Checklist to Determine Subrecipient or Contractor Classification
- Sole Source Justification Fact Sheet and Sole Source Review Checklist.

In general, the central question is the relationship between what the third party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide, products it will develop or modify, research or evaluation it will conduct). If a third party will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a *subaward* for purposes of federal grants administrative requirements.

This will be true **even if** the recipient, for internal or other nonfederal purposes, labels or treats its agreement as a procurement, contract, or procurement contract. Neither the title nor the structure of an agreement determines whether the agreement—for purposes of federal grants administrative requirements—is a *subaward* or is instead a procurement *contract* under an award. The substance of the relationship should be given greater consideration than the form of agreement between the recipient and the outside entity.

1. **Information on proposed subawards**

   A recipient of an OJP award may not make subawards (subgrants) unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

   A particular subaward may be authorized by OJP because the recipient included a sufficiently detailed description and justification of the proposed subaward in the Program Narrative, Budget Detail Worksheet, and Budget Narrative as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

   If an applicant proposes to make one or more subawards to carry out the federal award and program, the applicant should (1) identify (if known) the proposed subrecipient(s), (2) describe in detail what each subrecipient will do to carry out the federal award and federal program, and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and Budget Narrative.

2. **Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts of more than $150,000)**

Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that— for purposes of federal grants administrative requirements—is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the Procurement Standards of the (DOJ) Part 200 Uniform Requirements (as set out at 2 C.F.R. 200.317 - 200.326). The Budget Detail Worksheet and Budget Narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement "contracts" under awards will be entered into on the basis of full and open competition. All noncompetitive (sole source) procurement contracts must meet the OJP requirements outlined at https://ojp.gov/training/subawards-procurement.htm. If a proposed procurement contract would exceed the simplified acquisition threshold—currently, $150,000—a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a noncompetitive approach for the procurement. An applicant that (at the time of its application) intends—without competition—to enter into a procurement contract that would exceed $150,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition.

If the applicant receives an award, sole source procurements that do not exceed the Simplified Acquisition Threshold (currently $150,000) must have written justification for the noncompetitive procurement action maintained in the procurement file. If a procurement file does not have the documentation that meets the criteria outlined in 2 C.F.R. 200, the procurement expenditures may not be allowable. Sole source procurement over the $150,000 Simplified Acquisition Threshold must have prior approval from OJP using a Sole Source GAN. Written documentation justifying the noncompetitive procurement must be submitted with the GAN and maintained in the procurement file.

d. **Pre-Agreement Costs**
   For information on pre-agreement costs, see Section B. Federal Award Information.

5. **Indirect Cost Rate Agreement (if applicable)**

Indirect costs may be charged to an award only if—

(a) the recipient has a current (unexpired), federally approved indirect cost rate; or
(b) the recipient is eligible to use, and elects to use, the "de minimis" indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

An applicant with a current (unexpired) federally approved indirect cost rate must attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally approved rate may request one through its cognizant federal agency, which

will review all documentation and approve a rate for the applicant entity, or, if the applicant's accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the Office of the Chief Financial Officer (OCFO) Customer Service Center at 800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at https://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.

Certain OJP recipients have the option of electing to use the de minimis indirect cost rate. An applicant that is eligible to use the de minimis rate that wishes to use the de minimis rate should attach written documentation to the application that advises OJP of both (1) the applicant's eligibility to use the de minimis rate, and (2) its election to do so. If an eligible applicant elects the de minimis rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The de minimis rate may no longer be used once an approved federally negotiated indirect cost rate is in place. (No entity that ever has had a federally approved negotiated indirect cost rate is eligible to use the de minimis rate.) For the "de minimis" rate requirements (including information on eligibility to elect to use the rate), see the Part 200 Uniform Requirements at 2 C.F.R. 200.414(f).

6. **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. The 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.

The Questionnaire should only be completed by financial staff most familiar with the applicant's systems, policies, and procedures in order to ensure that the correct responses are recorded and submitted to OJP. The responses on the Questionnaire directly impact the pre-award risk assessment and should accurately reflect the applicant's financial management and internal control system at the time of the application. The pre-award risk assessment is only one of multiple factors and criteria used in determining funding. However, a pre-award risk assessment that indicates that an applicant poses a higher risk to OJP may affect the funding decision and/or result in additional reporting requirements, monitoring, special conditions, withholding of award funds, or other additional award requirements.

Among other things, the form requires each applicant to disclose whether it currently is designated high risk by a federal grant-making agency outside of DOJ. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk
- The date the applicant was designated high risk
- The high-risk POC at that federal awarding agency (name, phone number, and email address)
- The reasons for the high-risk status, as set out by the federal awarding agency.

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered high risk by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award decisions and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document).

7. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form Disclosure of Lobbying Activities (SF-LLL) posted at https://ojp.gov/funding/Apply/Resources/Disclosure.pdf. An applicant that does not expend any funds for lobbying activities is to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

8. Additional Attachments

The following required documents should be submitted online as a single file attachment or as separate attachments:

a. NCS-X Readiness Assessment Form
See NCS-X readiness assessment description on page 6.

b. 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. The applicant is to disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to state agencies that will subaward (subgrant) federal funds).

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

Each applicant that has one or more pending applications as described above is to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency

- The solicitation name/project name
- POC information at the applicable federal or state funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for POC at Federal or State Funding Agency
DOJ/Office of Community Oriented Policing Services (COPS)	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
Health and Human Services/ Substance Abuse and Mental Health Services Administration	Drug-Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Each applicant should include the table as a separate attachment to its application. The file should be named "Disclosure of Pending Applications." The applicant Legal Name on the application must match the entity named on the disclosure of pending applications statement.

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: "[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of in this application."

c. **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) 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) appropriate data as to comparability of compensation that is obtained in advance and relied on by the body that reviews and approves compensation arrangements for covered persons; and (4) 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).

How to Apply
An applicant must submit its application through the [Grants Management System (GMS)](#), which provides support for the application, award, and management of awards at OJP. Each applicant entity **must register in GMS for each specific funding opportunity** and should **register immediately** to meet the GMS registration deadline for this funding opportunity, especially if this is the first time the applicant is using the system. Find complete instructions on how to register and submit an application in GMS at www.ojp.gov/gmscbt/. An applicant that experiences technical difficulties during this process should email GMS.HelpDesk@usdoj.gov or call 888-549-9901 (option 3), available 24 hours per day, 7 days per week, except for federal holidays. OJP recommends that each applicant **register immediately** to prevent delays in submitting an application package by the deadline.

Note on File Types: GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys,"

and ".zip." GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)
Every applicant entity must comply with all applicable System for Award Management (SAM) and unique entity identifier (currently, a Data Universal Numbering System [DUNS] number) requirements. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. More detailed information about SAM and the DUNS number is in the numbered sections below.

If an applicant entity has not fully complied with the applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award, and may use that determination as a basis for making an award to a different applicant.

If the applicant entity already has an EIN, the SAM registration will take **up to two weeks to process**. If the entity does not have an EIN, then **the applicant should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet**. For more information about EIN, visit
https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin.

Registration and Submission Steps

1. **Acquire a unique entity identifier (currently, a DUNS number).** In general, the Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a unique entity identifier in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

    This unique entity identifier is used for tracking purposes, and to validate address and POC information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number, or apply online at www.dnb.com. A DUNS number is usually received within 2 business days.

2. **Acquire or maintain registration with SAM.** Any applicant for an OJP award creating a **new** entity registration in SAM.gov must provide an original, signed notarized letter stating that the applicant is the authorized Entity Administrator before the registration will be activated. To learn more about this process change, read the FAQs at https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update. Information about the notarized letter is posted at https://www.fsd.gov/fsd-gov/answer.do?sysparm_kbid=d2e67885db0d5f00b3257d321f96194b&sysparm_search=kb0013183.

    All applicants for OJP awards (other than individuals) with current registration in SAM must maintain current registrations in the SAM database. Applicants will need the authorizing official of the organization and an Employer Identification Number (EIN). Each applicant must **update or renew its SAM registration at least annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete (2 more weeks to acquire an EIN).

Information about SAM registration procedures can be accessed at www.SAM.gov.

3. **Acquire a GMS username and password**. New users must create a GMS profile by selecting the "First Time User" link under the sign-in box of the GMS home page. For more information on how to register in GMS, go to www.ojp.gov/gmscbt. Previously registered applicants should ensure, prior to applying, that the user profile information is up to date in GMS (including, but not limited to, address, legal name of agency and authorized representative) as this information is populated in any new application.

4. **Verify the SAM (formerly CCR) registration in GMS.** OJP requires each applicant to verify its SAM registration in GMS. Once logged into GMS, click the "CCR Claim" link on the left side of the default screen. Click the submit button to verify the SAM (formerly CCR) registration.

5. **Search for the funding opportunity on GMS.** After logging in to GMS or completing the GMS profile for username and password, go to the "Funding Opportunities" link on the left side of the page. Select "Bureau of Justice Statistics" and the "FY 2019 NCS-X Implementation Assistance Program: Support for Local Law Enforcement Agencies."

6. **Register by selecting the "Apply Online" button associated with the funding opportunity title.** The search results from step 5 will display the "funding opportunity" (solicitation) title along with the registration and application deadlines for this solicitation. Select the "Apply Online" button in the "Action" column to register for this solicitation and create an application in the system.

7. **Follow the directions in GMS to submit an application consistent with this solicitation.** Once the application is submitted, GMS will display a confirmation screen stating the submission was successful. **Important**: In some instances, applicants must wait for GMS approval before submitting an application. OJP urges each applicant to submit its application **at least 72 hours prior** to the application due date.

Note: Application Versions
If an applicant submits multiple versions of the same application, OJP will review **only** the most recent system-validated version submitted.

Experiencing Unforeseen GMS Technical Issues

An applicant that experiences unforeseen GMS technical issues beyond its control that prevent it from submitting its application by the deadline must contact the GMS Help Desk or the SAM Help Desk (Federal Service Desk) at https://www.fsd.gov/fsd-gov/home.do to report the technical issue and receive a tracking number. The applicant must email the BJS contact identified in the Contact Information section **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties and must include a timeline of the applicant's submission efforts, the complete application, the applicant's DUNS number, and any GMS Help Desk or SAM tracking number(s).

Note: OJP does not automatically approve requests to submit a late application. After OJP reviews the applicant's request, and contacts the GMS Help Desk to verify the reported technical issues, OJP will inform the applicant whether the request to submit a late application

has been approved or denied. If OJP determines that the untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit their application.

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or GMS in sufficient time (SAM registration and renewal can take as long as 10 business days to complete.)
- Failure to follow GMS instructions on how to register and apply as posted on the GMS website
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology environment, such as issues with firewalls.

E. Application Review Information

Review Criteria
In making decisions to award funds under this program, BJS, in collaboration with the FBI CJIS, will determine whether the application meets program requirements. Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria:

1. **Description of the Agency and Current Crime Data Management**
    - Includes a clear description of the applicant agency, including if the agency uses a shared RMS.
    - Describes the applicant agency's current crime reporting practices, including how the agency records and manages crime incident information and how they process and report those data to the state UCR Program.
    - Describes the agency's technical and systems needs (e.g., hardware, software) required to report crime incident data compliant with the state IBR or NIBRS requirements.

2. **Understanding of Barriers in Reporting Incident-Based Data**
    - Application includes the NCS-X Readiness Assessment and clearly connects the information in the readiness assessment to the agency's technical and system needs.
    - Agency provides detail about the technical needs (e.g., software, hardware) required to report incident-based data.

3. **Project Description and Implementation Plan**
    - Provides a detailed plan for addressing the technical and systems needs required to report incident-based data to the state UCR Program or the FBI, as applicable.
    - Includes a project timeline that includes a detailed task plan, preliminary timeframes for completing project tasks, a preliminary schedule for completion of project deliverables.
    - Provides justification that the proposed project design and implementation plan is feasible and likely to accomplish all tasks and deliverables within the project period and before January 1, 2021.

4. **Transition/Budget Costs**
    - Provides a thorough justification for each of the project elements for which funds are requested, and describe how each activity/item is related to improving the automation of crime reporting.
    - Includes detailed budget narrative with an explanation of costs and vendor quotes, as applicable.
    - Includes funding requests that are complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). The budget narrative should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures and should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.[10]

5. **Communication Plan**
    - Describes how the agency will communicate with the state UCR Program to ensure agency's IBR data meet state-specific and federal requirements.
    - Outlines a strategy for providing project updates to BJS.

6. **Capabilities and Competencies of Project Staff**
    - Describes the agency's plan for managing the proposed project activities, including how the agency will ensure project activities are completed on time and on budget.
    - Provides thorough justification that the project staff identified in the application have the necessary qualifications and experience to oversee project tasks and fulfill the project goals.

7. **Plan for Collecting the Data Required for this Solicitation's Performance Measures**
    - Indicates an understanding of the required performance measures.
    - Discusses how the applicant will gather the performance measures data.

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.

For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items designated as "critical elements."
- The applicant must not be identified in SAM as excluded from receiving federal awards.

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[10] 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.

For a list of the critical elements for this solicitation, see What an Application Should Include under Section D. Application and Submission Information.

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

In addition, if OJP anticipates that an award will exceed $150,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the nonpublic 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.

The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants for competitive awards. OJP takes into account information pertinent to matters such as—

1. Applicant financial stability and fiscal integrity
2. Quality of the management systems of the applicant, and the applicant's ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide
3. Applicant's history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), as well as awards from other federal agencies
4. Reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements
5. Applicant's ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Director of BJS, who may take into account the BJS and FBI CJIS review of the program requirements and other factors as indicated in this section.

F. Federal Award Administration Information

Federal Award Notices
BJS intends to provide award notifications early in 2019. OJP sends award notifications by email through GMS to the individuals listed in the application as the POC and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents and steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial POC; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires physical signature of the award document by the authorized representative and the scanning and submission of the fully executed award document to OJP.

Administrative, National Policy, and Other Legal Requirements
If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and 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.

Applicants should consult the [Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#), available in the OJP Funding Resource Center at https://ojp.gov/funding/index.htm. In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds (An applicant is not required to submit these documents as part of an application.):

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

The webpages accessible through the [Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#) are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2018. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute, program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

As stated above, BJS expects that any award under this solicitation to be a cooperative agreement. A cooperative agreement will 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 speaking, under cooperative agreements with BJS, responsibility for the day-to-day conduct of the funded project rests with the recipient. BJS and its NCS-X partner agencies, however, may have substantial involvement in matters such as coordination efforts and site selection, as well as review and approval of work plans, implementation strategies, and major project-generated materials. In addition, BJS often indicates in the award terms and conditions that it may redirect the project if necessary.

In addition to a condition that sets out the "substantial federal involvement" in the award, cooperative agreements awarded by BJS include a condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

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 the following reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semiannual 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.)

Awards that exceed $500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP webpage at https://ojp.gov/funding/FAPIIS.htm.

Data on performance measures. In addition to required reports, each award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, and to assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA; P.L. 103-62) and the GPRA Modernization Act of 2010 (P.L. 111-352), OJP will require any award recipient, post-award, to provide performance data as part of regular progress reporting. Successful applicants will be required to access OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP. Performance measures for this program are listed as Appendix A.

G. Federal Awarding Agency Contact(s)

For contact(s), see the title page.

For contact information for GMS, see the title page.

H. Other Information

Freedom of Information Act and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)
All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the application and ask it to identify—quite precisely—any particular information in the application that the applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law enforcement-sensitive information.

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. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. OJP does **not** reply from this mailbox to messages it receives in this mailbox. Any prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate telephone number or email listed on the front of this document to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your résumé to ojpprsupport@usdoj.gov. (Do not send your résumé to the OJP Solicitation Feedback email account.) **Note**: Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

Appendix A: Performance Measures Table

Objective	Performance measures	Data grantee provides
Assess the needs associated with transitioning to incident- based crime reporting to the state UCR Program or directly to the FBI.	Number of meetings or conference calls held.	Number of meetings or conference calls held with the NCS-X Implementation Team. Number of meetings or conference calls held with applicable contract agencies or companies to clarify system needs at the local agency level.
	Develop a plan as a result of an assessment.	Provide a plan as a result of assessing the technical capacity and system needs to transition to IBR to the state UCR Program or directly to the FBI.
	Deliverables completed on time.	Provide documentation of meetings with NCS-X Implementation Team members, including meeting minutes and next steps identified during those meetings. Provide memos summarizing contacts and meetings with applicable contract agencies or companies and any next steps identified from those discussions.
Coordinate with NCS-X Implementation Team to receive technical assistance to support NIBRS reporting activities.	Number of requests for technical assistance made to the Implementation Team.	Number of requests for technical assistance made to the NCS-X Implementation Team, by type of technical assistance.
	Number of hours of technical assistance received.	Number of technical assistance hours received from the NCS-X Implementation Team.
	Number of requests for technical assistance completed.	Number of requests for technical assistance completed by the NCS-X Implementation Team, by type of technical assistance.

Objective	Performance measures	Data grantee provides
Establish a NIBRS-certified IBR program in the local agency (if applicable).	Deliverables completed on time.	Provide a letter of support from the designated authority of the state UCR Program in support of local agency program and reporting activities.
	Deliverables that meet expectations.	Create a complete, feasible, and high-quality plan for submitting local agency incident-based crime data that is certified by the FBI to report data to NIBRS. Provide a complete plan for ceasing direct submission to the FBI and beginning submission of incident-based data in the state-specific IBR format (if applicable) to the state UCR Program after the state has established a NIBRS-certified program.

Appendix B: List of NCS-X Sample Agencies as of August 2018

Agency	State	Agency	State
SEWARD POLICE DEPARTMENT	AK	SANTA BARBARA POLICE DEPT	CA
ARAB POLICE DEPARTMENT	AL	SANTA CLARA COUNTY	CA
BIRMINGHAM POLICE DEPARTMENT	AL	SANTA CLARA POLICE DEPARTMENT	CA
CHICKASAW POLICE DEPARTMENT	AL	TEHAMA COUNTY	CA
COLBERT COUNTY	AL	UNIV OF CALIFORNIA: SANTA CRUZ	CA
CULLMAN COUNTY	AL	VALLEJO POLICE DEPARTMENT	CA
GILBERTOWN POLICE DEPARTMENT	AL	WOODLAND POLICE DEPARTMENT	CA
GOODWATER POLICE DEPARTMENT	AL	CHERRY HILLS VILLAGE PD	CO
LAFAYETTE POLICE DEPARTMENT	AL	COLUMBINE VALLEY POLICE DEPT	CO
MONTGOMERY POLICE DEPARTMENT	AL	GREEN MOUNTAIN FALLS PD	CO
UNION SPRINGS POLICE DEPT	AL	PAONIA POLICE DEPARTMENT	CO
WEAVER POLICE DEPARTMENT	AL	DISTRICT OF COLUMBIA PD	DC
CHANDLER POLICE DEPARTMENT	AZ	BROWARD COUNTY	FL
COLORADO RIVER TRIBAL PD	AZ	CLERMONT POLICE DEPARTMENT	FL
MESA POLICE DEPARTMENT	AZ	CORAL GABLES POLICE DEPT	FL
PEORIA POLICE DEPARTMENT	AZ	DAYTONA BEACH POLICE DEPT	FL
PHOENIX POLICE DEPARTMENT	AZ	DIV OF LAW ENFRCMT:ORANGE CNTY	FL
PIMA COUNTY	AZ	ESCAMBIA COUNTY	FL
SAN LUIS POLICE DEPARTMENT	AZ	FLORIDA CITY POLICE DEPT	FL
SIERRA VISTA POLICE DEPARTMENT	AZ	FLORIDA HIGHWAY PATROL	FL
TUCSON POLICE DEPARTMENT	AZ	FORT MYERS POLICE DEPARTMENT	FL
ALAMEDA COUNTY	CA	GAINESVILLE POLICE DEPARTMENT	FL
ANAHEIM POLICE DEPARTMENT	CA	GLADES COUNTY	FL
ARCADIA POLICE DEPARTMENT	CA	HILLSBORO BEACH POLICE DEPT	FL
BLYTHE POLICE DEPARTMENT	CA	HILLSBOROUGH COUNTY	FL
CA STATE UNIVERSITY: STOCKTON	CA	JACKSONVILLE SHERIFF'S OFFICE	FL
CALIFORNIA HIGHWAY PATROL	CA	LAKELAND POLICE DEPARTMENT	FL
CONTRA COSTA COUNTY	CA	MARTIN COUNTY	FL
CRESCENT CITY POLICE DEPT	CA	MIAMI BEACH POLICE DEPARTMENT	FL
FARMERSVILLE POLICE DEPARTMENT	CA	MIAMI POLICE DEPARTMENT	FL
FRESNO COUNTY	CA	MIAMI-DADE POLICE DEPARTMENT	FL
FRESNO POLICE DEPARTMENT	CA	OKEECHOBEE COUNTY	FL
GARDEN GROVE POLICE DEPARTMENT	CA	ORANGE COUNTY	FL
GLENDALE POLICE DEPARTMENT	CA	PALM BEACH COUNTY	FL
GLENN COUNTY SHERIFF'S DEPARTMENT	CA	PALM BEACH POLICE DEPARTMENT	FL
KERN COUNTY	CA	PEMBROKE PINES POLICE DEPT	FL
LONG BEACH POLICE DEPARTMENT	CA	PUTNAM COUNTY	FL
LOS ANGELES COUNTY	CA	SEMINOLE COUNTY	FL
LOS ANGELES POLICE DEPARTMENT	CA	ST. CLOUD POLICE DEPARTMENT	FL
MERCED COUNTY	CA	STARKE POLICE DEPARTMENT	FL
MURRIETA POLICE DEPARMENT	CA	TALLAHASSEE POLICE DEPARTMENT	FL
NAPA POLICE DEPARTMENT	CA	TAMPA POLICE DEPARTMENT	FL
ONTARIO POLICE DEPARTMENT	CA	TITUSVILLE POLICE DEPARTMENT	FL
OXNARD POLICE DEPARTMENT	CA	WEST PALM BEACH POLICE DEPT	FL
PASADENA POLICE DEPARTMENT	CA	ATLANTA METROPOLITAN COLLEGE	GA
RICHMOND POLICE DEPARTMENT	CA	ATLANTA POLICE DEPARTMENT	GA
RIVERSIDE COUNTY	CA	BARROW COUNTY	GA
RIVERSIDE POLICE DEPARTMENT	CA	BARTOW COUNTY	GA
SACRAMENTO COUNTY	CA	CANTON POLICE DEPARTMENT	GA
SAN BERNARDINO COUNTY	CA	CARROLL COUNTY	GA
SAN DIEGO COUNTY	CA	CLARK ATLANTA UNIVERSITY	GA
SAN DIEGO POLICE DEPARTMENT	CA	COASTAL GA COMMUNITY COLLEGE	GA
SAN FRANCISCO POLICE DEPT	CA	DEKALB COUNTY POLICE DEPT	GA
SAN JOAQUIN COUNTY	CA	EARLY COUNTY	GA
SAN JOSE POLICE DEPARTMENT	CA	ELLENTON POLICE DEPARTMENT	GA
SAN LEANDRO POLICE DEPARTMENT	CA	FULTON COUNTY POLICE DEPT	GA

Agency	State	Agency	State
GWINNETT COUNTY POLICE DEPT	GA	LAFAYETTE PARISH	LA
HEPHZIBAH POLICE DEPARTMENT	GA	LAKE CHARLES POLICE DEPARTMENT	LA
MUSCOGEE COUNTY	GA	MONROE POLICE DEPARTMENT	LA
NEWNAN POLICE DEPARTMENT	GA	NEW ORLEANS POLICE DEPARTMENT	LA
POLK COUNTY POLICE DEPARTMENT	GA	ST. JOHN THE BAPTIST PARISH	LA
RICHMOND COUNTY	GA	TERREBONNE PARISH	LA
SMYRNA POLICE DEPARTMENT	GA	WALKER POLICE DEPARTMENT	LA
SUWANEE POLICE DEPARTMENT	GA	WASHINGTON POLICE DEPARTMENT	LA
HONOLULU POLICE DEPARTMENT	HI	BOSTON POLICE DEPARTMENT	MA
NEZ PERCE TRIBAL POLICE DEPT	ID	MILTON POLICE DEPARTMENT	MA
ARMINGTON POLICE DEPARTMENT	IL	SALEM POLICE DEPARTMENT	MA
AURORA POLICE DEPARTMENT	IL	BALTIMORE CITY POLICE DEPT	MD
BUFFALO GROVE POLICE DEPT	IL	BALTIMORE COUNTY POLICE DEPT	MD
CHAMPAIGN COUNTY	IL	HAGERSTOWN POLICE DEPARTMENT	MD
CHICAGO POLICE DEPARTMENT	IL	MARYLAND STATE POLICE	MD
ELMHURST POLICE DEPARTMENT	IL	MONTGOMERY COUNTY POLICE DEPT	MD
FAIRMOUNT POLICE DEPARTMENT	IL	PRINCE GEORGE'S COUNTY PD	MD
FREEBURG POLICE DEPARTMENT	IL	ROCKLAND POLICE DEPARTMENT	ME
GENEVA POLICE DEPARTMENT	IL	SAGADAHOC COUNTY	ME
GREENVILLE POLICE DEPARTMENT	IL	ANOKA COUNTY	MN
HANCOCK COUNTY	IL	BRAINERD POLICE DEPARTMENT	MN
MACON COUNTY	IL	LA CRESCENT POLICE DEPARTMENT	MN
MARTINSVILLE POLICE DEPARTMENT	IL	LAC QUI PARLE COUNTY	MN
MINONK POLICE DEPARTMENT	IL	MINNEAPOLIS POLICE DEPARTMENT	MN
MOUND CITY POLICE DEPARTMENT	IL	RAMSEY COUNTY	MN
PALMYRA POLICE DEPARTMENT	IL	ROCHESTER POLICE DEPARTMENT	MN
PHOENIX POLICE DEPARTMENT	IL	ST. LOUIS PARK POLICE DEPT	MN
PLEASANT HILL POLICE DEPT	IL	ST. PAUL POLICE DEPARTMENT	MN
RIDGWAY POLICE DEPARTMENT	IL	BIRCH TREE POLICE DEPARTMENT	MO
SAUK VILLAGE POLICE DEPARTMENT	IL	CAMERON POLICE DEPARTMENT	MO
SOUTH BARRINGTON POLICE DEPT	IL	CAPE GIRARDEAU COUNTY	MO
SPRINGFIELD POLICE DEPARTMENT	IL	COLUMBIA POLICE DEPARTMENT	MO
ST. CLAIR COUNTY	IL	EAST PRAIRIE POLICE DEPARTMENT	MO
WABASH COUNTY	IL	FRONTENAC POLICE DEPARTMENT	MO
WILLOWBROOK POLICE DEPARTMENT	IL	GREENE COUNTY	MO
WOODSTOCK POLICE DEPARTMENT	IL	MARCELINE POLICE DEPARTMENT	MO
DELAWARE COUNTY	IN	NIXA POLICE DEPARTMENT	MO
FISHERS POLICE DEPARTMENT	IN	PAGEDALE POLICE DEPARTMENT	MO
FORT WAYNE POLICE DEPARMENT	IN	SAINT LOUIS POLICE DEPARTMENT	MO
GOSHEN POLICE DEPARTMENT	IN	SIKESTON POLICE DEPARTMENT	MO
HENDRICKS COUNTY	IN	SPRINGFIELD POLICE DEPARTMENT	MO
INDIANA STATE EXCISE POLICE	IN	ST. LOUIS COUNTY POLICE DEPT	MO
INDIANA STATE POLICE	IN	WARRENTON POLICE DEPARTMENT	MO
INDIANA UNIVERSITY: GARY	IN	CHOCTAW TRIBAL POLICE DEPT	MS
INDIANA UNIVERSITY:BLOOMINGTON	IN	INDIANOLA POLICE DEPARTMENT	MS
INDIANAPOLIS POLICE DEPARTMENT	IN	POPLARVILLE POLICE DEPARTMENT	MS
NEW ALBANY POLICE DEPARTMENT	IN	SHELBY POLICE DEPARTMENT	MS
SOUTH BEND POLICE DEPARTMENT	IN	WASHINGTON COUNTY	MS
ST. JOSEPH COUNTY	IN	CUMING COUNTY	NB
WHITING POLICE DEPARTMENT	IN	GRAND ISLAND POLICE DEPT	NB
WINCHESTER POLICE DEPARTMENT	IN	OMAHA POLICE DEPARTMENT	NB
OLATHE POLICE DEPARTMENT	KS	OMAHA TRIBAL POLICE DEPARTMENT	NB
TOPEKA POLICE DEPARTMENT	KS	STATE PATROL: POLK COUNTY	NB
EUBANK POLICE DEPARTMENT	KY	BEAUFORT POLICE DEPARTMENT	NC
LOUISVILLE METRO POLICE DEPT	KY	CARTHAGE POLICE DEPARTMENT	NC
MENIFEE COUNTY	KY	CHARLOTTE-MECKLENBURG PD	NC
EAST BATON ROUGE PARISH	LA	CUMBERLAND COUNTY	NC
JEFFERSON PARISH	LA	DURHAM COUNTY	NC

Agency	State	Agency	State
EAST SPENCER POLICE DEPARTMENT	NC	GENEVA POLICE DEPARTMENT	NY
FAYETTEVILLE POLICE DEPT	NC	GREECE TOWN POLICE DEPARTMENT	NY
GRANVILLE COUNTY	NC	HAMBURG TOWN POLICE DEPARTMENT	NY
GREENSBORO POLICE DEPARTMENT	NC	HEMPSTEAD VILLAGE POLICE DEPT	NY
MARSHVILLE POLICE DEPARTMENT	NC	ITHACA POLICE DEPARTMENT	NY
OAK ISLAND POLICE DEPARTMENT	NC	MANLIUS TOWN POLICE DEPARTMENT	NY
ONSLOW COUNTY	NC	MECHANICVILLE POLICE DEPT	NY
ROWAN COUNTY	NC	NASSAU COUNTY	NY
SALISBURY POLICE DEPARTMENT	NC	NEW YORK CITY POLICE DEPT	NY
SEVEN DEVILS POLICE DEPT	NC	ORCHARD PARK TOWN PD	NY
SMITHFIELD POLICE DEPARTMENT	NC	OSSINING VILLAGE POLICE DEPT	NY
WARREN COUNTY	NC	PUTNAM COUNTY	NY
WEST JEFFERSON POLICE DEPT	NC	SP: ALBANY COUNTY	NY
FORT TOTTEN AGENCY	ND	SUFFOLK COUNTY POLICE DEPT	NY
ATLANTIC CITY POLICE DEPT	NJ	SYRACUSE POLICE DEPARTMENT	NY
ATLANTIC COUNTY	NJ	WASHINGTONVILLE VILLAGE PD	NY
BLOOMFIELD POLICE DEPARTMENT	NJ	YORKTOWN TOWN POLICE DEPT	NY
BRIDGEWATER TOWNSHIP PD	NJ	AVON POLICE DEPARTMENT	OH
EAST BRUNSWICK TOWNSHIP PD	NJ	BUCKEYE LAKE POLICE DEPARTMENT	OH
EAST WINDSOR TOWNSHIP PD	NJ	LICKING COUNTY	OH
ENGLEWOOD POLICE DEPARTMENT	NJ	TOLEDO POLICE DEPARTMENT	OH
FAR HILLS POLICE DEPARTMENT	NJ	UNIVERSITY OF TOLEDO	OH
GLOUCESTER TOWNSHIP POLICE DPT	NJ	VANDALIA POLICE DEPARTMENT	OH
HAZLET TOWNSHIP POLICE DEPT	NJ	COTTON COUNTY	OK
HILLSBOROUGH TOWNSHIP PD	NJ	DEWEY POLICE DEPARTMENT	OK
HOLLAND TOWNSHIP POLICE DEPT	NJ	ENID POLICE DEPARTMENT	OK
JERSEY CITY POLICE DEPARTMENT	NJ	MANGUM POLICE DEPARTMENT	OK
LACEY TOWNSHIP POLICE DEPT	NJ	OKLAHOMA CITY POLICE DEPT	OK
LAWRENCE TOWNSHIP POLICE DEPT	NJ	TONKAWA POLICE DEPARTMENT	OK
MONTCLAIR POLICE DEPARTMENT	NJ	UNIVERSITY OF CENTRAL OKLAHOMA	OK
NEW JERSEY STATE POLICE	NJ	KLAMATH FALLS POLICE DEPT	OR
NEWARK POLICE DEPARTMENT	NJ	OREGON STATE POLICE	OR
PASSAIC COUNTY	NJ	PORTLAND POLICE BUREAU	OR
POMPTON LAKES POLICE DEPT	NJ	WARM SPRINGS TRIBAL PD	OR
PORT AUTHORITY POLICE DEPARTMENT	NJ	WASHINGTON COUNTY	OR
PRINCETON TOWNSHIP POLICE DEPT	NJ	ALLENTOWN POLICE DEPARTMENT	PA
RAHWAY POLICE DEPARTMENT	NJ	AVONMORE BORO POLICE DEPT	PA
RIDGEFIELD PARK POLICE DEPT	NJ	BROOKHAVEN POLICE DEPARTMENT	PA
ROSELAND POLICE DEPARTMENT	NJ	COATESVILLE POLICE DEPARTMENT	PA
ROXBURY TOWNSHIP POLICE DEPT	NJ	CRESSON POLICE DEPARTMENT	PA
SOUTH BRUNSWICK TOWNSHIP PD	NJ	DERRY TWP PD, DAUPHIN COUNTY	PA
SPRINGFIELD POLICE DEPARTMENT	NJ	EAST EARL TOWNSHIP PD	PA
TRENTON POLICE DEPARTMENT	NJ	FALLS TOWNSHIP PD, BUCKS CNTY	PA
WARREN TOWNSHIP POLICE DEPT	NJ	FORTY FORT POLICE DEPARTMENT	PA
ALBUQUERQUE POLICE DEPARTMENT	NM	HOPEWELL TOWNSHIP POLICE DEPT	PA
GUADALUPE COUNTY	NM	JAMESTOWN POLICE DEPARTMENT	PA
LAGUNA TRIBAL POLICE DEPT	NM	JENNERSTOWN BOROUGH POLICE	PA
LAS CRUCES POLICE DEPARTMENT	NM	DEPARTMENT	
LOGAN POLICE DEPARTMENT	NM	KUTZTOWN POLICE DEPARTMENT	PA
LAS VEGAS METROPOLITAN POLICE	NV	MERCER POLICE DEPARTMENT	PA
DEPARTMENT		MILLCREEK TWP PD, LEBANON CNTY	PA
MESQUITE POLICE DEPARTMENT	NV	MILLERSBURG POLICE DEPARTMENT	PA
RENO POLICE DEPARTMENT	NV	MOUNT JOY POLICE DEPARTMENT	PA
BUFFALO POLICE DEPARTMENT	NY	NORTHERN BERKS REGIONAL PD	PA
CATTARAUGUS COUNTY	NY	NORTHERN REGIONAL TOWNSHIP PD	
CHEMUNG COUNTY	NY	(ALLEGHENY COUNTY)	PA
CLYDE VILLAGE POLICE DEPT	NY	NW LANCASTER COUNTY REGIONAL	PA
COEYMANS TOWN POLICE DEPT	NY	PENNSYLVANIA STATE POLICE	PA

Agency	State	Agency	State
PHILADELPHIA POLICE DEPARTMENT	PA	PASADENA POLICE DEPARTMENT	TX
PITTSBURGH POLICE BUREAU	PA	PERRYTON POLICE DEPARTMENT	TX
SCRANTON POLICE DEPARTMENT	PA	REAL COUNTY	TX
SHARON POLICE DEPARTMENT	PA	SAN ANTONIO POLICE DEPARTMENT	TX
SINKING SPRING POLICE DEPT	PA	SAN MARCOS POLICE DEPARTMENT	TX
TULLYTOWN POLICE DEPARTMENT	PA	SANTA ANNA POLICE DEPARTMENT	TX
TUNKHANNOCK POLICE DEPARTMENT	PA	SELMA POLICE DEPARTMENT	TX
UPPER MERION TOWNSHIP PD	PA	SINTON POLICE DEPARTMENT	TX
Wilmerding Borough Police Department (C/O NORTH VERSAILLES PD)	PA	SOUTHSIDE PLACE POLICE DEPT	TX
		STAGECOACH POLICE DEPARTMENT	TX
ABILENE POLICE DEPARTMENT	TX	TRAVIS COUNTY SHERIFF'S OFFICE	TX
ADDISON POLICE DEPARTMENT	TX	UNIVERSITY OF TX: RIO GRANDE VALLEY	TX
AUSTIN POLICE DEPARTMENT	TX	WHITNEY POLICE DEPARTMENT	TX
BAY CITY POLICE DEPARTMENT	TX	WICHITA FALLS POLICE DEPT	TX
BEAUMONT POLICE DEPARTMENT	TX	MOUNT PLEASANT POLICE DEPT	UT
BROOKSHIRE POLICE DEPARTMENT	TX	SEVIER COUNTY	UT
BROWNSVILLE POLICE DEPARTMENT	TX	EVERETT POLICE DEPARTMENT	WA
DALLAS POLICE DEPARTMENT	TX	KIRKLAND POLICE DEPARTMENT	WA
EL PASO POLICE DEPARTMENT	TX	SEATTLE POLICE DEPARMENT	WA
FORT BEND COUNTY	TX	SUQUAMISH TRIBAL PD	WA
GROVES POLICE DEPARTMENT	TX	UPPER SKAGIT TRIBAL PD	WA
HARRIS COUNTY SHERIFF'S OFFICE	TX	ASHLAND COUNTY	WI
HOUSTON POLICE DEPARTMENT	TX	ASHLAND POLICE DEPARTMENT	WI
INDEPENDENT SCH DIST: ALDINE	TX	JUNEAU POLICE DEPARTMENT	WI
INDEPENDENT SCH DIST:FORT BEND	TX	KENOSHA COUNTY	WI
INDEPENDENT SCHOOL DIST:LAREDO	TX	RACINE COUNTY	WI
IRVING POLICE DEPARTMENT	TX	RACINE POLICE DEPARTMENT	WI
LAKE WORTH POLICE DEPARTMENT	TX	WAUSAU POLICE DEPARTMENT	WI
NACOGDOCHES COUNTY	TX	CODY POLICE DEPARTMENT	WY
PARKER COUNTY	TX	EVANSTON POLICE DEPARTMENT	WY

FY 2019 NCS-X Implementation Assistance Program:
Support for Local Law Enforcement Agencies

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

What an Applicant Should Do:

Prior to Registering in GMS:
_____ Acquire a DUNS Number (see page 27)
_____ Acquire or Renew Registration with SAM (see page 27)
To Register with GMS:
_____ For New Users, Acquire a GMS Username and Password* (see page 28)
_____ For Existing Users, Check GMS Username and Password to Ensure Account Access*
(see page 28)
_____ Verify SAM Registration in GMS (see page 28)
_____ Search for Correct Funding Opportunity in GMS (see page 28)
_____ Select Correct Funding Opportunity in GMS (see page 28)
_____ Register by Selecting the "Apply Online" Button Associated with the Funding Opportunity
(see page 28)
_____ Read OJP Policy and Guidance on Conference Approval, Planning, and Reporting
Available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm
(see page 16)
_____ If Experiencing Technical Difficulties in GMS, Contact BJS (see page 28)

*Password Reset Notice: GMS users are reminded that while password reset capabilities exist, this function is only associated with POCs designated within GMS at the time the account was established. Neither OJP nor the GMS Help Desk will initiate a password reset unless requested by the authorized official nor a designated POC associated with an award or application.

Overview of Post-Award Legal Requirements:

_____ Review the Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards in the OJP Funding Resource Center at http://ojp.gov/funding/index.htm.

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s) as stated in the solicitation.
(see page 14)

Eligibility Requirement:

_____ Eligible applicants are limited to the LE agencies listed in Appendix B.

What an Application Should Include:

_____ Application for Federal Assistance (SF-424) (see page 17)
_____ Project Abstract (see page 17)

_____ Program Narrative or Completed NCS-X Application Template
　(see page 18)
　　　_____ Agency Overview and Current Crime Data Management Processes
　　　　　　　　　　　　　　　　　　　　　　　(see page 10)
　　　_____ Project Description and Implementation Plan　　(see page 11)
　　　_____ Project Communication Plan　　　　　　　(see page 12)
　　　_____ Transition Costs　　　　　　　　　　　(see page 12)
　　　_____ Capabilities and Competencies of Project Staff　(see page 12)
_____ Budget Detail Worksheet and Budget Narrative　　　(see page 20)
_____ Indirect Cost Rate Agreement (if applicable)　　　　(see page 22)
_____ Financial Management and System of Internal Controls Questionnaire
　　　　　　　　　　　　　　　　　　　　　　　(see page 23)
_____ Disclosure of Lobbying Activities (SF-LLL) (if applicable)　(see page 24)
_____ Additional Attachments
　　　_____ NCS-X Readiness Assessment Form　　　　(see page 24)
　　　_____ Applicant Disclosure of Pending Applications　　(see page 24)
　　　_____ Disclosure of Process Related to Executive Compensation　(see page 25)
_____ Request and Justification for Employee Compensation; Waiver (if applicable)
　　　　　　　　　　　　　　　　　　　　　　　(see page 15)

Appendix D: National Crime Statistics Exchange (NCS-X) Application Template

SECTION 1. AGENCY OVERVIEW

A. Background Information

1. Agency name:

2. Size of agency:
   a. Number of sworn personnel:
   b. Number of civilian personnel:

3. Size of jurisdiction served/number of residents:

4. Description of crime in your jurisdiction/volume of crime reports:

5. Does your agency share a Records Management System (RMS) with one or more agencies? If so, (a) list agencies in the RMS consortium, (b) indicate the host agency, and (c) briefly describe any inter-consortium agreements between agencies regarding reporting data to the state Uniform Crime Reporting (UCR) Program.

6. Is there other information about your agency that is relevant for your transition to incident-based reporting?

B. Current Crime Data Management

1. Briefly describe how information about criminal incidents is recorded by your agency. Outline the workflow from recording information about an incident (e.g., reports completed on paper, entered electronically in the field) to validating or finalizing incident reports.

2. Describe how your agency currently submits crime data to the state UCR Program. If summary UCR data are not reported to the state, indicate the reason(s) for not reporting.

SECTION 2. BARRIERS IN REPORTING INCIDENT-BASED DATA

1. Is your agency currently capable of submitting National Incident-Based reporting System (NIBRS) -compliant data to the state UCR Program? If so, discuss why your agency does **not** report NIBRS-compliant data.

2. Discuss whether your agency's current system of recording information about criminal incidents is capable of being NIBRS-compliant (e.g., by purchasing a NIBRS module for the RMS or upgrading the current system to a new version). If the system cannot be made NIBRS-capable, discuss how your agency will submit NIBRS-compliant data to the state UCR Program.

3. What steps were taken to identify the software and hardware (if any) needed to report state-compliant incident-based data?

4. Discuss any NIBRS-specific data collection barriers or gaps identified in your agency's NCS-X Readiness Assessment and the actions required to address those shortcomings.

SECTION 3. PROJECT DESCRIPTION AND IMPLEMENTATION PLAN

A. Project Overview

1. List and describe your NCS-X project goals.

2. As a condition of this funding, your agency is required to provide documentation verifying your agency is certified to report incident-based data to the state UCR Program by January 1, 2021. List all other deliverables associated with work funded under this solicitation.

3. What specific activities will be conducted to meet project goals and to complete deliverables?

B. Implementation Plan

1. What specific steps will your agency take to become certified to report NIBRS-compliant data with respect to—

    a. Obtaining a technical solution that addresses your agency's hardware and software needs for transitioning to NIBRS reporting, as identified in the Readiness Assessment?

    b. Developing contractual agreements with technology or software solution providers and overseeing third-party contractors to ensure deliverables are received on time and on budget?

    c. Developing contractual agreements with other organizations that share an RMS with your agency, if applicable?

    d. Deploying or rolling out an upgraded or new technical solution to your agency for collecting NIBRS-compliant data?

    e. Testing with and achieving certification to report incident-based data to the state UCR Program?

<u>C. Transition Timeline</u>

1. For planning purposes, assume a June 2019 project start date. Applicants must be able to submit NIBRS-compliant data to the state UCR Program by January 1, 2021, and should plan time to test incident-based data and to become certified to report data. Complete the table below, or create your own timeline that includes a detailed task plan that encompasses major project activities, including start dates and tentative completion dates.

Project Goals	Activity/Task Undertaken to Complete Project Goals	Start Date	Completion Date

2. Provide a schedule for submitting deliverables.

Project Deliverables	Person Responsible	Completion Date
Obtain certification to report NIBRS-compliant data		

SECTION 4. TRANSITION COSTS

1. Describe the costs associated with the project activities and deliverables identified in *Section 3. Project Description and Implementation Plan.* Provide an explanation of how your funding request will improve the automated capture of incident-based data. Also explain why the funding request is necessary for your agency to submit NIBRS-compliant data to the state UCR Program. See page 8-9 of the solicitation for a description of allowable costs.

2. Provide a detailed budget, using the OJP Budget Detail Worksheet. Each funding request should be directly related to improving automation and enabling your agency to collect and report NIBRS-compliant data. Include a narrative in the Budget Detail Worksheet that describes each listed expense.

SECTION 5. COMMUNICATION PLAN

1. Identify project staff and describe how they will (a) communicate project goals, activities, and status within your agency and (b) decisions about project activities within your organization.

2. Describe how project activities will be communicated between your agency and the state UCR Program.

3. Outline a strategy for communicating project updates to BJS and describe your agency's plan for completing and submitting (a) semi-annual progress reports (b) quarterly financial status reports, and (c) monthly written project status reports that provide regular updates on project activities and expenditures.

SECTION 6. CAPABILITES AND COMPETENCIES OF PROJECT STAFF

1. Provide justification that the project staff have the necessary qualifications and experience to oversee project tasks and fulfill the project goals. Describe how proposed staff's skills will enable them to successfully complete project deliverables.