



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is pleased to announce that it is seeking applications to provide services in support for the development of a statistical system on services provided to victims based on victim service organizations and their records. As the principal federal statistical agency in the Department, BJS is responsible for the collection, analysis, publication, and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This project furthers the Department's mission to identify the most pressing challenges confronting the justice system and to provide information in support of innovative strategies and approaches for dealing with these challenges.

## 2012 National Survey of Victim Service Organizations

### Eligibility

Eligible applicants are national, regional, state, or local public and private entities, including for-profit (commercial) and nonprofit organizations (including tribal nonprofit or for-profit organizations), faith-based and community organizations, institutions of higher education (including tribal institutions of higher education), federally recognized Indian tribal governments as determined by the Secretary of the Interior, and units of local government that support initiatives to improve the functioning of the criminal justice system. For-profit organizations must agree to forgo any profit or management fee.

### Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 13.) All applications are due by 11:59 p.m. eastern time on July 18, 2012. (See "Deadlines: Registration and Application," page 3.)

### Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or via e-mail at [support@grants.gov](mailto:support@grants.gov).

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

For assistance with any other requirements of this solicitation, contact William Sabol, BJS Deputy Director, by telephone at 202-307-0765 or by e-mail at [askbjs@usdoj.gov](mailto:askbjs@usdoj.gov). Include "2012NSVSO" in the subject line.

Release Date: June 18, 2012

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# 2012 National Survey of Victim Service Organizations (CFDA # 16.734)

## Overview

The Bureau of Justice Statistics (BJS) is pleased to announce that it is seeking an applicant to provide services in support for the development of a statistical system based on victim service organizations and their records on services provided to victims. The development work includes the design of an establishment survey to be administered to victim service organizations and a field test of that design. The results of this test will be used to recommend the design of a continuous statistical series on victim service organizations that may employ both establishment surveys and administrative record data. The test data will also be used for substantive reports on the nature and distribution of services to victims of crime and the organizations that provide them.

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. This solicitation is also authorized under 42 U.S.C. § 10603(c)(1)(A).

## Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. The deadline to apply for funding under this announcement is 11:59 eastern time on July 18, 2012. See the “How to Apply” section on page 13 for details.

## Eligibility

Refer to the title page for eligibility under this program.

## Program-Specific Information

### Background

Prior to the 1980s, crime control policy paid very little attention to victims of crime. This changed dramatically in the 1980s with the creation of the Office for Victims of Crime (OVC) and other efforts to make victims whole and to take their suffering into account in criminal justice policy and practice. OVC funds a broad array of services for victims of crime, including compensation. In the 1990s, OVC was joined by the Office on Violence Against Women (OVW) in supporting service provision as well as advocacy for victims of domestic violence, sexual assault, and stalking. For more than two decades, these programs have been intent on building and maintaining the service infrastructure necessary to make victims of crime whole again. During this period, relatively little attention has been paid by OVC, OVW, and other victim service

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organizations to the statistical and research infrastructure necessary to identify areas in need of service and to demonstrate the delivery and effectiveness of that service infrastructure. The general purpose research and statistical agencies within the Justice Department—the National Institute of Justice (NIJ) and the Bureau of Justice Statistics (BJS)—have conducted research and have collected statistics relevant to crime victims, but these activities have been far less than those pertaining to crime and offending. We need to build a research and statistical infrastructure on victims of crime that is commensurate with the service infrastructure built over the last 20 years. This will allow the victims services field the ability to work more effectively in providing assistance to crime victims.

Most of what we know about victims of crime comes from the National Crime Victimization Survey (NCVS). This is a large, nationally representative survey of the non-institutionalized residential population that collects a great deal of information on victims, offenders, the social context of the event, the harms resulting from crime, and the services that victims receive. For most of its history, the NCVS has included only victims of common law crime (i.e., the Federal Bureau of Investigation's (FBI) Index Crimes and simple assault). More recently, the survey has included supplements on other types of crime, including identity theft and stalking. While the NCVS has a great deal of information on victims and the crimes they experience, this information has not been brought to bear on victims issues, and the survey has not been fully utilized as a platform to collect more information on victim services and the decision to use those services. In the 30-year history of the survey, only 1 report has been done on the utilization of victim services, and that report was completed in 2011.<sup>1</sup> OVC and OVW have funded only 2 supplements to the NCVS in 20 years. Much more can be done with existing survey data and the NCVS to collect additional data on victims of crime.

The NCVS, however, cannot be our only source of data on victims of crime. A number of important population groups are omitted by design from the survey, including children under age 12 and institutionalized populations, such as the elderly in nursing homes and prisoners. Many crimes are relatively rare, and as a result, the victims of these rare crimes cannot be identified in any sample of reasonable size. The same rare event problem affects statistics on type of service—reliable estimates cannot be provided because not enough persons in the sample receive certain types of service. National surveys (e.g., the NCVS) cannot yet provide estimates on sub-national areas (i.e., states and large cities). In addition, for some important types of crimes (e.g., human trafficking), victims may not be the best source of information on the crime and its consequences. In these cases, victim survey data must be supplemented and complemented by administrative data on victims and crimes from police and victim service agencies, if we are to have a more complete picture of victims, including the services they receive and do not receive.

Unfortunately, the existing nationally representative data on offenses known to the police tell us almost nothing about victims. The Uniform Crime Reports (UCR) provide no information on victims of violent crime while in the case of property crime, commercial victims are distinguished from non-commercial victims but not consistently. Only the Supplementary Homicide Reports (SHR) provide any data on victims. The National Incident Based Reporting System (NIBRS) collects detailed information on victims, offenders, weapons, and the social context of the crime event, but this system includes 44% of police agencies nationally covering only 28% of the

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<sup>1</sup> *Use of Victim Service Agencies by Victims of Serious Violent Crime, 1993-2009*, NCJ 234212, BJS web, August 2011.

population.<sup>2</sup> Completing a system like NIBRS for the nation would provide some much needed information on victims of crime. Efforts are underway to complete this system. Victim service agencies are an important and untapped source of information on victims of crime and the services they receive. These organizations know which victims have been referred to them from the police and other sources. They know the source of referral, the crime for which they were referred, the services they received, the cost of those services, the source that funded service delivery, and possibly the outcome of any service provided. This information is essential to describe what is being done for victims of crime and what is not being done, as well as what is effective and what is not effective. Unfortunately, we do not currently have a nationally representative system in place to collect this information. The work outlined in this solicitation would develop and test such a system.

## Goals

Developing a data collection system for victims of crime based on victim service agencies must begin with a definition of the population of interest as well as the estimators that the system should produce. The parameters may change over time as more is learned about the ability to locate victim service organizations and the content of the information systems in these organizations. Once the goals of the system are defined, the recipient of this award must specify design choices and gather the information necessary to choose between different design options. Once the optimum feasible design has been chosen, it must be vetted. When vetting is completed, the successful bidder must implement the design in a manner that provides useful information on the viability of the design and the quality of substantive information about victims and services nationally.

## Objectives

### Defining the population and estimators

The populations of interest in the proposed data collection are all victims of crime who receive service as a result of their victimization and all organizations and agencies that provide this service—not just those receiving OVC funds. Defining a victim service organization will be an important part of this work, and we say more about this below. With that definition in hand, we anticipate being able to make the following estimates regarding victims served:

- 1) Number of victims served—
  - a. by demographic characteristics
  - b. by presenting crime types
  - c. by indigent status
  - d. by referral source
- 2) Number of victims not served—
  - a. because needed service not available
  - b. because referred to other service provider
- 3) Type of services received by victims—
  - a. in total
  - b. by demographic characteristics
  - c. by presenting crime types

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<sup>2</sup> U.S. Department of Justice, Federal Bureau of Investigation. (September 2010). *Crime in the United States, 2009*. Retrieved April 17, 2012, from [www2.fbi.gov/ucr/cius2009/about/index.html](http://www2.fbi.gov/ucr/cius2009/about/index.html)

- 4) Duration of service provided to victims—
  - a. in total
  - b. by demographic characteristics
  - c. by presenting crime types
- 5) Cost of services provided to victims—
  - a. in total
  - b. by demographic characteristics
  - c. by presenting crime types
  - d. by type of service received
  - e. by indigent status of victim
- 6) Source of funding for services provided to victims—
  - a. in total
  - b. by demographic characteristics
  - c. by presenting crime types
  - d. by type of service received

With regard to service providing organizations themselves, we expect to make the following estimates:

- 1) Organization type (e.g., not for profit, community based, system based)
- 2) Funding, by amount, source, and type of program or organization
- 3) Number of paid staff and volunteers by function
- 4) Salaries, benefits, and wages by staff type
- 5) Programs and types of services offered, including—
  - a. services limited to specific victims (e.g., only victims of sexual assault or only female victims of domestic violence)
  - b. services limited to specific populations (e.g., non-English speaking, financially eligibility based, or residency status)
  - c. case management services
  - d. referral services
- 6) Policies and practices regarding—
  - a. Delivery of services
  - b. Outreach
  - c. Collaboration with other service providers (e.g., participation in coalitions, task forces, or multi-disciplinary teams)
  - d. Reporting/data gathering requirements and technology (i.e., formal reporting requirements, routine collection of demographic information on victims, or program evaluation for the victims they serve)
  - e. Standards for service providers and for the program's service provision, including positive education requirement for those who provide service
  - f. Training and technical assistance programs for staff
  - g. Information sharing and confidentiality

The foregoing estimates should be made at the national, state, and local jurisdiction level on an annual or bi-annual basis.

#### Specifying design choices and the information required to choose between them

The estimators identified in the previous section can be obtained in a variety of ways with different implications for cost and data quality. The collection, for example, could be population

based or sample based. It could employ victim service agencies as the collecting and reporting unit or collect information on a case or victim basis. Obtaining information on victim service agencies requires an establishment survey, which provides information on persons and cases, however, data from agency management information systems is typically more extensive and allows for more flexible use. The specific method used to obtain the data from organizational files will depend on the largely unknown capabilities of management information systems in victim service organizations. Consequently, this development work will proceed in two phases. The first will require the successful applicant to design an establishment survey that can provide as many of the estimators listed above as possible. It will also require that information be incorporated into that survey and be obtained from other sources to support the design of an administrative record collection that could provide more of the victim and case estimates than the aggregate counts from establishment surveys. This information would be used to design that complementary administrative record collection, to be implemented by the appropriate group at a future date.

The successful applicant will develop a data collection design that employs an establishment survey of all organizations providing service to victims of crime. One of the major issues in building such a system is identifying the universe of organizations providing service to victims of crime. There will be definitional issues to resolve regarding what constitutes service to victims and a service providing agency. Arriving at a useful definition of a victim service organization allows for a feasible data collection system will be an important part of this work. Should this definition include only entities that are explicitly labeled as victim service organizations serving a broad population that may include victims of crime, such as hospitals, homeless or runaway shelters, substance abuse treatment providers or even child protective services? Consider also victim service providers that are located within police departments, prosecutors' offices, the courts, and correctional institutions, as these may also be included in the population of victim service organizations. These are thorny issues with great import for the design of a data collection system. In addressing these definitional issues, the successful applicant will benefit from having a team that includes both survey research experts and members familiar with victim services. A review panel representing the range of the victim services community, researchers, and statisticians may also provide valuable input.

There will be logistical issues to deal with regarding how one might find or construct a nationally representative list of organizations meeting the definition. OVC and OVW, for example, have information on the agencies that receive their funds, but it is not clear if these lists completely cover the universe of service providing agencies. Work needs to be done to identify the universe of victim service organizations, to find or develop lists of such organizations, and to assess the completeness of those lists. Applicants are expected to propose such a plan, and explain how they will adequately research and identify the agencies and the universe of coverage that is realistically expected.

Decisions need to be made regarding whether this data collection will be based on a sample of victim service organizations or the population of such organizations' agencies. If data collection or extraction methods employed are expensive, then sampling may be advantageous. If this is not the case, then a population based collection will provide more of the estimates that we want—especially various sub-national estimates. Applicants will present their case for a sample- or population-based collection or describe a process by which this decision will be made in the course of the project. If a sample based approach is taken, then the sampling design should be

described and justified, and its implications for the precision of the estimates should be explained.

The mode of data collections should be specified and defended. Self-administered interviewing techniques are generally cheaper than telephone or in-person designs, but the data quality may not be as high. Automated and web administration also have their advantages and disadvantages. Establishment surveys have the additional issue of selecting respondents who can report accurately for the organization. The selection of the respondent should be specified and defended, and a procedure should be outlined for making that choice.

The information content of the interview or instrument should be described and mapped on to the estimates desired. Any additional data that would be collected in the establishment survey should also be described and justified. Specific attention should also be given to the information that must be collected in order to inform the design of the administrative record collection that could provide additional information on victims and cases and complement the data obtained in establishment surveys.

Decisions on these features of the data collection will constitute the work done during the design phase of this project. In their proposal applicants should describe procedures and information they would use to make these decisions.

At the conclusion of the design phase of this work, the successful applicant will make one or more recommendations for the design of an establishment survey of victim service organizations. This recommendation will describe the preferred survey design, including the population addressed, sampling design (if relevant), data collection modes and methodologies, respondent selection, information content of the instrument, and estimation methods to be used. The recommendation should also identify information used to determine the desirability of the preferred design, relative to alternative designs in terms of feasibility and cost/error trade-offs. If, for example, there is no sampling frame that includes all victim service agencies, then this would preclude a sample base design, unless a sampling frame can be constructed. If only a small proportion of victim service organizations have management information systems with data on victims and cases, then organization based data collections may be the only option. BJS, in collaboration with OVC and the project review panel, will decide whether the recommended design or some alternative will be used in the testing phase of this project.

In responding to this solicitation, applicants should demonstrate their familiarity with designing and conducting large scale data collections using both administrative records and establishment surveys. They should also demonstrate their familiarity with the victims service field by identifying the information needed to choose from among the designs and indicating where and how they would find that information. Specifying any anticipated problems in obtaining the necessary data also demonstrates knowledge of the field and experience in building statistical systems. In addition, the composition of the project team provides evidence of familiarity with the victim services field.

#### Testing the chosen design

Once the most desirable data collection design for the establishment survey is identified, the contractor will take steps to implement that design. The specific activity involved in implementation will depend to a large extent on the design chosen. We know, however, that any conceivable design for collecting the information required to make the estimates described

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above must include an establishment survey component. The proposal written in response to this solicitation should describe the ways in which the quality of the data from the victim service agencies will be assessed and determined fit for use. This includes tests internal to the data and tests using external information. Since this is a test, the discussion of fitness for use should allow for the possibility that the data and therefore the data collection methodology is not acceptable and should not serve as the model for an on-going data collection on victim services. The quality of data in the management information systems is of particular interest, given its importance for building a routine statistical collection using these administrative records.

## **Deliverables**

One of the first tasks in this project is the selection of a Review Panel that represents the victim services and victims advocacy communities as well as researchers and statistical and survey methodologists. BJS, in collaboration with OVC, must approve this panel.

Within 3 months of the start of this project, the successful applicant will submit a work plan that affirms the definition of a victim service agency and the estimators that this data collection must produce. The plan will also identify the range of design options to be considered for the establishment survey, the information necessary to determine the feasibility and cost/error trade-offs of each option, and how that information will be obtained. This work plan will be the subject of discussion at the first Review Panel meeting.

Within 9 months of the start of this project, the successful applicant will present to the Review Panel, BJS, and OVC their recommendation for an establishment survey of victim service organizations.

Upon approval of the recommended design, the successful applicant will submit an OMB package for the proposed establishment survey. This assumes that the pre-testing required to estimate burden will have already been conducted.

The field period is expected to be 6 months. Throughout the testing phase, the successful applicant will provide bi-weekly reports to BJS on the progress of the test, including response rates and metadata on the interview process.

A draft final report on the field test will be submitted to BJS 3 months after the conclusion of the field period. This report should include 1) a description of the recommended design for the establishment survey, 2) a justification for selecting that design, 3) the results of the field test, 4) an assessment of the quality of the resulting data, and 5) recommendations for the design of an on-going establishment survey and the feasibility of complementary administrative record collection on victims served.

The final report will be sent to the Review Panel in preparation for discussion at their second meeting.

The ultimate version of the final report incorporating comments from the Review Panel will be submitted to BJS.

The successful applicant will work with BJS, OVC, and OVW (where appropriate) on two publications. The first will document the development and testing of the establishment survey

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and plans for continuing and expanding data collections on victim services. The second will be a substantive report on services to victims based on the establishment survey data.

### **Amount and Length of Awards**

BJS anticipates that it will make up to 1 award of up to \$2,000,000 for a 24-month project period beginning October 1, 2012, and ending October 1, 2014.

The maximum funds allocated for this award totals \$2,000,000.

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

### **Budget Information**

#### **Limitation on Use of Award Funds for Employee Compensation; Waiver**

With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2012 salary table for SES employees is available at [www.opm.gov/oca/12tables/indexSES.asp](http://www.opm.gov/oca/12tables/indexSES.asp). Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Director of the Bureau of Justice Statistics. An applicant requesting a waiver should include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit its budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

#### **Minimization of Conference Costs**

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

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Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP website at [www.ojp.usdoj.gov/funding/funding.htm](http://www.ojp.usdoj.gov/funding/funding.htm).

**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 by individuals with limited English proficiency may be allowable costs. 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 of the OJP "Other Requirements for OJP Applications" webpage at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

**Match Requirement**

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

**Performance Measures**

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

<b>Objective</b>	<b>Performance Measure(s)</b>	<b>Data Grantee Provides</b>
Analyses of a data collection system on victim services that result in recommendations for BJS's development of a continuous statistical series on victim service organizations, as well as contributions to the scientific knowledge base on services to victims.	<p>Number of approved stakeholders participating in Review Panel.</p> <p>Provide survey design and collection plan that meets expectations.</p> <p>Percent of respondent records in the survey data set that are complete and accurate.</p>	<p>List of Review Panel members and their CVs.</p> <p>Submit written version of work plan to Review Panel.</p> <p>Present document with recommended work plan and documentation of deliberations</p> <p>Submit bi-weekly reports documenting progress in the implementation, response rates, and meta-data.</p>



## Notice of Post-Award FFATA Reporting Requirement

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

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

### How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at [www.Grants.gov](http://www.Grants.gov). If the applicant experiences technical difficulties at any point during this process, call the Grants.gov Customer Support Hotline at **800-518-4726**, or **606-545-5035** hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications

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via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is CFDA 16.734, titled "Special Data Collection and Statistical Studies," and the funding opportunity number is BJS-2012-3351.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

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

#### **Note: Duplicate Applications**

If an applicant submits multiple versions of an application, BJS will review the most recent version submitted.

#### **Experiencing Unforeseen Grants.gov Technical Issues**

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must email the

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BJS contact identified in the Contact Information section on cover page **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) the applicant has received. **Note: Requests are not automatically approved by BJS.** After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

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

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## What an Application Should Include

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

Moreover, applicants should anticipate that applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by BJS to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative, and resumes/curricula vitae of key personnel. The Budget Narrative and the Budget Detail Worksheet may be combined in one document. However, if only one document is submitted, it must contain **both** narrative and detail information.

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

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

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

### 2. Program Narrative

This should describe the manner in which the applicant will address the goals and objectives and meet the deliverables for the project, as well as address the evaluation

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criteria. The narrative should present a clear understanding the substantive and methodological issues associated with the work described in this solicitation.

The first two sections of the program narrative (sections a. and b. from the list below) should not exceed 35 pages with line spacing of no less than 1.5 lines, with a font size no smaller than 12 point, Arial, with no less than 1-inch margins all around. These limitations apply to tables and figures included within the narrative.

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

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

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

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

### 3. Budget Detail Worksheet and Budget Narrative

#### a. Budget Detail Worksheet

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

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

#### b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

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

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

**5. Tribal Authorizing Resolution (if applicable)**

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution (or comparable legal documentation, as may be applicable) from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions (or comparable legal documentation).

If an applicant is unable to obtain and submit with its application a fully-executed (*i.e.*, signed) copy of a tribal resolution or other, comparable legal documentation as may be consistent with the tribe's governance structure, then, at minimum, the applicant should submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the fully-executed tribal resolution or other, comparable legal documentation.

**6. Additional Attachments**

- **Key staff information**

This should include a staff loading chart for all key staff, by task, showing their allocation of effort throughout the project. Resumes/curricula vitae of Key Project Personnel must not exceed 4 pages each.

- **Privacy certificate**

This Privacy Certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person that is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate

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also includes a description of its policies and procedures to be followed to protect identifiable data. A model certificate is located at:  
[www.bjs.gov/content/pub/pdf/bjsmpc.pdf](http://www.bjs.gov/content/pub/pdf/bjsmpc.pdf).

#### 7. **Other Standard Forms**

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

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

## **Selection Criteria**

### **1. Statement of the Problem (30%)**

The statement of the problem should demonstrate familiarity with the information needs of the victim services field as well as the definitional and methodological issues that arise when collecting statistical information from victim service organizations. Applications will be assessed to determine the extent to which they have reviewed and understood earlier attempts at defining the population of victim service organizations and the extent to which the applications have identified unresolved issues, which will serve as the focus of this work. Similarly, applications will be assessed to determine the thoroughness of their efforts to obtain this information from these organizations and the strength of their statement of design issues that need to be resolved. Reviewers will assess the clarity of applicants' statement of the definitional and methodological issues that must be addressed in the design phase.

### **2. Project Design and Implementation (30%)**

This work has a design phase and a test phase. Applications will be assessed according to the strength of their statement of approaches to address the unresolved definitional and methodological issues identified in the previous section. If, for example, there is a debate surrounding the wisdom of including churches or insurance companies as victim service agencies, then the proposal should suggest how the applicant would determine whether this type of organization should be included in the data collection. This type of statement will be assessed to determine the clarity of the proposed approach in identifying the information that is necessary to make this type of decision and how the information necessary to make the decision will be obtained. While this level of detail

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need not be provided for all the definitional issues identified, a stronger application will do this for some of the critical issues so that reviewers can assess applicants' approaches to the decision making process. A similar process should be followed for unresolved methodological issues, particularly 1) defining and obtaining a sampling frame for the universe of victim service organizations, 2) respondent selection, and 3) identifying the information necessary to determine if organizations in the establishment survey can provide administrative record data at the client or service level. Since the design and implementation issues that will arise during the test phase cannot be known until the design phase is completed, our assessment of the suitability of applicants for this phase will be based on their statements of institutional capability in the next section.

### **3. Capabilities and Competencies (20%)**

This work requires a team with substantive knowledge of victim services and experience in the development and use of large scale data collection systems. Applications will be assessed to determine the extent to which the team members have demonstrated knowledge and capabilities in each aspect of the design, including subject matter expertise related to victim service provision, the management of victim service organizations, and policy formulation or research in the victim service area. A successful applicant must demonstrate methodological knowledge that includes appropriate knowledge of sampling, instrumentation and procedures relevant to establishment surveys, as well as the development and use of statistical systems based on administrative records.

The test phase of this research requires an organization that has conducted large scale establishment surveys and administrative record collections. Applications will be assessed to determine the demonstrated extent and scope of such work and skills among the proposed team.

### **4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)**

The applicant should indicate an understanding of the performance measures required for this grant (described on page 11) and confirm that the necessary measures will be provided.

### **5. Budget complete; reasonable and allowable; cost effective; and necessary for project activities) (15%)**

The extent to which staff resources allocated in the budget are appropriate for the project tasks, (i.e., appropriateness of budgeted items for achieving project goals).

## **Review Process**

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. BJS may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications under this solicitation. An external peer reviewer is an

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

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

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

## **Additional Requirements**

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

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds

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- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

### **Provide Feedback to OJP on This Solicitation**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

## Application Checklist

# 2012 National Survey of Victim Service Organizations

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

**Eligibility Requirement:** Eligible applicants are national, regional, state, or local public and private entities, including for-profit (commercial) and nonprofit organizations (including tribal nonprofit or for-profit organizations), faith-based and community organizations, institutions of higher education (including tribal institutions of higher education), federally recognized Indian tribal governments as determined by the Secretary of the Interior, and units of local government that support initiatives to improve the functioning of the criminal justice system. For-profit organizations must agree to forgo any profit or management fee.

\_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$2,000,000.

### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 15)
- \_\_\_\_\_ Program Narrative (see page 15)
  - \_\_\_\_\_ Line spacing of no less than 1.5 lines
  - \_\_\_\_\_ 12-point, Arial
  - \_\_\_\_\_ 1" standard margins
  - \_\_\_\_\_ Narrative is 35 pages or less
- \_\_\_\_\_ Budget Detail Worksheet (see page 16)
- \_\_\_\_\_ Budget Narrative (see page 16)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 14)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 17)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 17)
- \_\_\_\_\_ Additional Attachments (see page 17)
  - \_\_\_\_\_ Key staff Information
  - \_\_\_\_\_ Resumes/curricula vitae of Key Project Personnel (not to exceed 4 pages each)
  - \_\_\_\_\_ Privacy Certification
- \_\_\_\_\_ Other Standard Forms as applicable (see page 18), including:
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)