

BJS FY25 National Victimization Statistical Support Program (NVSSP)

Total Amount To Be Awarded Under This Funding Opportunity: \$2,000,000

Anticipated Award Ceiling: Up to \$2,000,000

Anticipated Period of Performance Duration: 24 months

Funding Opportunity Number: O-BJS-2025-172529

Deadline to submit SF-424 in Grants.gov: **February 10, 2026, by 11:59 PM ET**

Deadline to submit application in JustGrants: **February 17, 2026, by 8:59 PM ET**



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BASIC INFORMATION

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is accepting applications for funding in response to this notice of funding opportunity (NOFO).

Agency Name	U.S. Department of Justice Office of Justice Programs Bureau of Justice Statistics
NOFO Title	BJS FY25 National Victimization Statistical Support Program (NVSSP)
Announcement Type	Initial
Funding Opportunity Number	O-BJS-2025-172529
Assistance Listing Number	16.734

Executive Summary

This funding opportunity seeks to provide scientific and technical support for statistical and methodological research, statistical analysis, documentation, and dissemination related to BJS work on crime and victimization. Specifically, the National Victimization Statistical Support Program (NVSSP) will support general methodological research related to improving the utility and cost-effectiveness of BJS's [National Crime Victimization Survey](#) (NCVS).

Please see the [Eligible Applicants](#) section for the eligibility criteria.

OJP is committed to advancing work that furthers DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights. OJP provides federal leadership, funding, and other critical resources to directly support law enforcement, combat violent crime, protect American children, provide services to American crime victims, and address public safety challenges, including human trafficking and the opioid crisis.

Key Dates and Times

Funding Opportunity Release Date	January 15, 2026
SAM.gov Registration/Renewal	N/A
Step 1: Grants.gov Application Deadline	11:59 p.m. Eastern Time on February 10, 2026
Step 2: JustGrants Application Deadline	8:59 p.m. Eastern Time on February 17, 2026

Funding Details

Total Amount To Be Awarded Under This Funding Opportunity: \$2,000,000

Anticipated Number of Awards: 1

Anticipated Award Ceiling: Up to \$2,000,000

Note: Applicants may propose a budget that is less than the anticipated award ceiling amount. The budget should be reasonable to conduct the proposed project and be within the applicant's capacity to manage.

Anticipated Period of Performance Start Date: April 1, 2026

Anticipated Period of Performance Duration: 24 months

Continuation Funding Intent

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

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this NOFO is intended to, nor does it, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States or its departments, agencies, entities, officers, employees, agents, or any other person.

Statutory Authority

BJS is authorized to issue this NOFO under 34 U.S.C. § 10132(c).

Agency Contact Information

For assistance with the requirements of this funding opportunity:

Jennifer Truman, Statistician

Phone: 202-307-0765

Email: AskBJS@usdoj.gov (include "FY25 NVSSP" as the subject)

For assistance with **SAM.gov** (registration/renewal):

SAM.gov Help Desk

Web: [SAM.gov Help Desk \(Federal Service Desk\)](#)

Hours of operation: 8:00 a.m. to 8:00 p.m. ET Monday–Friday, except on federal holidays

For assistance with **Grants.gov** (registration, submission of the Application for Federal Assistance SF-424):

Grants.gov Customer Support Hotline

Phone: 800-518-4726, 606-545-5035

Email: support@grants.gov

Web: [Grants.gov Customer Support](#)

Hours of operation: 24 hours a day, 7 days a week, except on federal holidays

For assistance with **JustGrants** (registration, submission of full application):

JustGrants Service Desk

Phone: 833-872-5175

Email: JustGrants.Support@usdoj.gov

Hours of operation: 7:00 a.m. to 9:00 p.m. ET Monday–Friday and 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see [Experiencing Technical Issues Preventing Submission of an Application \(Technical Waivers\)](#).

Resources for Applying

OJP Grant Application Resource Guide: Referred to as the Application Resource Guide throughout the NOFO, this resource provides guidance to help applicants for OJP funding prepare and submit their applications.

JustGrants Application Submission Training Webpage: Offers helpful information and resources on the grant application process.

Note: If this NOFO requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this NOFO and the applicant should follow the guidance in this NOFO.



ELIGIBILITY

Eligible Applicants

The types of entities that are eligible to apply for this funding opportunity are listed below:

- **Educational Organizations**
 - Independent school districts
 - Public and state-controlled institutions of higher education
 - Private institutions of higher education
- **Nonprofit Organizations**
 - Nonprofits having a 501(c)(3) status with the Internal Revenue Service (IRS), other than institutions of higher education
 - Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- **For-Profit Organizations**
 - Organizations other than small businesses
 - Small businesses

Small Businesses: Small business grants may be awarded to companies meeting the size standards established by the U.S. Small Business Administration (SBA) for most industries in the economy.

Limit on Number of Applications

An applicant may submit only one application in response to this NOFO.

Cost Sharing/Match Requirement

This NOFO does **not** require cost sharing/match.



PROGRAM DESCRIPTION

General Purpose of the Funding

The primary focus of the National Victimization Statistical Support Program (NVSSP) is to provide scientific and technical support for statistical and methodological research, statistical analyses, documentation, and dissemination related to the Bureau of Justice Statistics's work on crime and victimization. Specifically, the NVSSP supports general methodological research related to improving the utility and cost-effectiveness of the [National Crime Victimization Survey \(NCVS\)](#). With this NOFO, BJS is seeking an applicant to provide statistical support on a wide array of projects involving statistical methodology, research, analyses, and reporting on criminal victimization and related statistics.

As the principal federal statistical agency in the Department of Justice, BJS is responsible for the collection, analysis, publication, and dissemination of statistics on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This project furthers DOJ's mission by establishing support to identify and address the most pressing challenges confronting crime and victimization data collection.

The NCVS is the nation's primary source of information on criminal victimization, including crimes reported to the police and those not reported to the police. The survey is administered on a continuous basis to a sample of noninstitutionalized persons age 12 and older living in U.S. households. The NCVS is both nationally representative and, as of 2016, representative of the 22 largest states. Persons are interviewed on the frequency, characteristics, and consequences of criminal victimization in the United States. The survey has been ongoing since 1973.

The NCVS collects information on nonfatal personal crimes (*i.e.*, rape or sexual assault, robbery, aggravated and simple assault, and personal larceny) and household property crimes (*i.e.*, burglary/trespassing, motor vehicle theft, and other types of theft) both reported and not reported to police. Survey respondents provide information about themselves (*e.g.*, age, sex, race and Hispanic origin, marital status, education level, and income) and whether they experienced a victimization. For each victimization incident, respondents report information about the offender (including age, sex, race, ethnicity, and victim-offender relationship), characteristics of the crime (including time and place of occurrence, use of weapons, nature of injury, and economic consequences), whether the crime was reported to police, reasons the crime was or was not reported, and experiences with the criminal justice system.

BJS maintains an active methodological and statistical research program in its estimation of victimization statistics. Current and ongoing activities include the implementation of the redesigned NCVS core survey instrument, the assessment of NCVS survey administration procedures, and the NCVS subnational estimation program. Additionally, in 2011, BJS initiated a competitive award for the initial NVSSP. The project was designed to provide scientific and technical support for statistical and methodological research, statistical analyses, documentation, and dissemination in support of BJS's efforts related to the redesign of its NCVS; enhance BJS's statistical reporting program from the NCVS and other federal data on criminal victimization; and support BJS efforts to use the NCVS to inform its future decisions about the design and content of its victimization statistics program.

Since the commencement of work in 2012, the NVSSP has carried out a broad range of projects. Some examples of previous NVSSP statistical support projects include, but are not limited to:

- [Prevalence Estimation Methods](#): This study sought to evaluate the current method for estimating prevalence rates using NCVS data and to determine whether an alternative method could be developed to address concerns about the current methodology's accuracy.
- [Environmental Scan of Cybercrime Measurement](#): This project provided an environmental scan of information on the types, definitions, and measurement of cybercrime and provided recommendations for potential revisions to the NCVS that would broaden the NCVS's ability to capture cybercrime victimization.
- [Juvenile Testing and Redesign Report](#): This study focused on informing BJS's efforts to improve youth participation in the NCVS and therefore the measurement of victimization among those ages 12–17.
- [NCVS Dashboard \(N-DASH\)](#): This project involved the development of the NCVS's primary, interactive dashboard of BJS data to replace the existing tabular-based tool.
- [Infographics for Criminal Victimization, 2023](#); [Victims of Identity Theft, 2021](#); and [Services for Crime Victims, 2019](#): This project involved the development of a new data dissemination method for NCVS related statistics.

With this NOFO, BJS strives to continue the critical work completed by the NVSSP through a cooperative agreement.

Applicants should refer to [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#) for information on allowable and unallowable costs that may inform the development of their project design.

Agency Funding Priorities

In order to advance public safety and help meet its mission, OJP will provide priority consideration to applicants that propose (as applicable within the scope of this funding opportunity) projects designed to advance the goals listed below. Applicants seeking priority consideration should specify in the proposal narrative (and in the budget detail form, if applicable) which of the following goal(s) the project is intended to advance and how it will do so:

- (a) Directly supporting law enforcement operations (including immigration law enforcement operations);
- (b) Combatting violent crime;
- (c) Supporting services to American citizens;
- (d) Protecting American children; and
- (e) Supporting American victims of trafficking and sexual assault.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas does not guarantee a funding award.

Unallowable Uses of Funds

The following are certain unallowable costs and certain activities that are out of the program scope and will not be funded.

1. Out of program scope is any program or activity, at any tier that, directly or indirectly, violates (or promotes or facilitates the violation of) federal immigration law (including 8 U.S.C. § 1373) or impedes or hinders the enforcement of federal immigration law—including by failing to comply with 8 U.S.C. § 1373, give access to DHS agents, or honor DHS requests and provide requested notice to DHS agents.
2. Out of program scope is any program or activity, at any tier that violates any applicable Federal civil rights or nondiscrimination law. This includes violations that – (1) indirectly violate the law, including by promoting or facilitating violations; or (2) unlawfully favor individuals in any race or protected group, including on a majority or minority, or privileged or unprivileged, basis, within a given area, population, or sector.
3. As specified in the [DOJ Grants Financial Guide](#), in Chapter 3.13 “Unallowable Costs” (“Legal Services for Aliens”), any obligations of funds, at any tier, under this award to provide (or to support the provision of) legal services to any removable alien or any alien otherwise unlawfully present in the United States shall be unallowable costs for purposes any award made under this notice, but the foregoing shall not be understood to apply— (1) to legal services to obtain protection orders for victims of crime; or (2) to immigration-related legal services that may be expressly authorized or required by any law, or any judicial ruling, governing or applicable to the award.

Program Goals and Objectives

Goals

The NVSSP is complementary to and directly supportive of larger NCVS survey efforts and to the regular, annual core functions related to statistical analyses, report writing, and documentation. The recipient of funds will be responsible for working closely with BJS to clarify the project objectives and research questions; propose new projects for consideration that align with BJS priorities; identify the necessary data and appropriate methods; provide input on the relative strengths and weaknesses of different analytical approaches (as appropriate); conduct analyses and prepare relevant documents; and clearly communicate the planning, work, and results. The goal of this program is to support general methodological research related to improving the utility and cost effectiveness of the NCVS.

Objectives

The NVSSP will assist BJS in its efforts to increase the utility and value of the NCVS, both internally and externally, and contribute to BJS developing a more active statistical research program in criminal victimization. Through the NVSSP, BJS intends to achieve the following objectives:

1. Enhance the capabilities of the NCVS to address key current and emerging substantive issues in criminal victimization and to better understand the limitations of the current design for addressing these issues.
2. Enhance BJS’s capacity to use the NCVS and other statistical collections to report and disseminate information on key policy issues in criminal victimization.
3. Enhance the use of the NCVS by the broader research and stakeholder communities as well as the general public.

The primary tasks related to achieving these objectives include the following:

1. Provide comprehensive and timely overall project management.
2. Complete BJS priority-based statistical support projects within the scope of the NOFO, including but not limited to:
 - a. Data collection and analysis.
 - b. Program assessment/analysis.
 - c. Rapid response studies.
 - d. General statistical research, training, and technical assistance.
3. Continue development and testing of instruments to measure cybercrime victimization.
4. Assist BJS and the Census Bureau as needed with efforts related to the annual production of NCVS data including weighting, sampling, and the implementation of the new survey instrument.
5. Conduct research on relevant considerations for transitioning the NCVS to a new data collection platform within the Census Bureau and potential future addition of a self-administered mode.

Further details about the NVSSP tasks are outlined below.

Task 1. Provide comprehensive and timely overall project management:

Effective, consistent communication between the recipient and BJS is paramount to NVSSP success. In order to do so, BJS maintains expectations surrounding documentation and communication with staff:

- a. **Program timeline:** Within 3 weeks of the award start date, the recipient of funds will meet (virtually) with BJS to discuss the proposed tasks. The recipient of funds will then develop and propose, for BJS approval, a detailed timetable outlining the completion dates for each task, the delivery date for each deliverable and status report, and the dates for scheduled meetings. That timetable will be a topic for discussion at the kickoff meeting (see below).
- b. **Communications:** Applications should include a communications strategy that addresses how the recipient of funds will keep BJS informed about program planning, development, and management. This strategy should define clear lines of authority on the project team to ensure successful management of complex tasks.
- c. **Meetings:**
 - **Kick-off meeting** with the BJS project manager (PM) and other relevant agency/program staff to clarify BJS's interests and objectives for the project, and may include a discussion on tasks, deliverables, timelines, budget estimates, methodologies to be employed, anticipated challenges, potential solutions, and other relevant topics.
 1. The recipient shall send a draft agenda and any relevant materials to the PM no less than 3 working days prior to the meeting and provide a final agenda that reflects PM feedback no less than 1 working day prior to the meeting. Agenda items may include introduction of the personnel (government and recipient), review of the project requirements, and channels of communication.
 2. Within 1 week after the meeting date, the recipient shall submit to the PM a memorandum summarizing major decisions reached and follow-up issues identified during the discussion. Based on feedback from the

kickoff meeting, the summary memo, and consultation with the PM, the recipient shall refine and clarify the proposed work plan, including tasks, schedules, and deliverables.

- **Stakeholder meeting(s)** as directed by BJS.
- d. **Progress reports:** Award recipients will provide—
 - **Semi-annual reports** on the status of the award, deliverables, and expenditures uploaded into the OJP JustGrants System.
 - **Quarterly financial reports** uploaded into the OJP JustGrants System.
 - **Monthly progress reports** that update the status on areas such as tasks, timeline, and expenditures.
 - **Reports**, during any data collection, on the status of sample collection and paradata, such as the number of interviews worked per reporting period, response rates, and field costs.
- e. **Decision memos:** Project documentation and continuity are critical for any award, particularly for programs with concurrent tasks, awards that require multiyear planning strategies, and awards with funding dependent on performance. The recipient of funds shall provide detailed memos to BJS at all key decision points in the award. These decision memos should be used to document milestones or changes made to the project plan. The memos should include documentation on the nature of the problem being addressed, the decision process, and the effect or result of the action taken. Examples of key decision points requiring a memo include, but are not limited to, results of frame cleaning, when a sample design is finalized, and when changes to planned work are required. The recipient of funds will be expected to keep an active log of all decision memos indicating their status (e.g., in preparation, under review, approved, and so forth).
- f. **Data management plan:** The recipient is required to develop and maintain a BJS-approved data management plan (DMP). The DMP should provide general program information and describe the specific procedures by which data collected under BJS's authority for the program will be collected or acquired, received, handled, processed, stored, transferred, and disposed during the award period. For programs including information identifiable to a private person or personally identifiable information (PII), the DMP should complement the information provided in the Privacy Certificate (28 C.F.R. § 22.23) to describe data security and confidentiality controls. The recipient will complete the DMP in collaboration with the BJS Program Manager and must submit it to BJS for review and approval no later than 60 days after the award start date. The award recipient must maintain an updated version of its DMP throughout the program period and receive written BJS approval before changing the approved plan. The award recipient must submit, as applicable, an updated copy of the DMP for review with its semi-annual performance reports and at any time upon BJS's request. A model DMP is available on the BJS website at [Human Subjects Protection, Confidentiality, and Data Management Plan Requirements](#).

Task 2. Complete BJS priority-based statistical support projects within the scope of the NOFO as assigned:

NVSSP tasks are devoted to supporting the development, production, and dissemination of high-quality, timely, and reliable statistical reports on victimization topics, with relevance to the needs of BJS, policy makers, researchers, and other stakeholders. This work will primarily result in the development of research products and will be accomplished through some of BJS's

existing product platforms, namely BJS statistical research and development reports, topical reports, issue briefs, working papers, and emerging product platforms such as infographics, data visualizations, and data dashboards. In practice, BJS and the recipient of funds will work collaboratively to propose topics, develop an abstract and outline of research questions and potential table shells for a report, obtain final approval from the BJS PM to move forward with research, develop a schedule and time frame for producing reports, and take steps to adhere to the schedule. The NVSSP recipient should also expect to assist with the presentation of research findings to the BJS front office and to receive and address BJS senior staff comments on drafts of reports.

BJS anticipates 10-15 statistical support projects per year that may include, but are not limited to data collection and analysis, program assessments/analyses, rapid response studies, and general statistical research, training, and technical assistance:

- a. **Data collection and analysis:** Data collection may include developing data collection instruments, procedures and protocols, and collecting data from data sources as specified in the research design. Data collection may occur at the local, regional, and national levels. As part of these studies, the recipient may need to construct and field test/validate survey instruments, compile written survey protocols, train interviewers, perform extensive survey-related tasks, and perform the appropriate survey follow up. This may require working directly with victims of crime and other such populations around potentially sensitive topics.

Examples of activities involved with data collection include: (a) preparing information collection packages for approval by the Office of Management and Budget (OMB); (b) conducting cognitive interviews, focus groups, and other qualitative methodologies; (c) developing and administering surveys (including web-based, as well as other appropriate); and (d) convening technical working groups, subject matter experts, or peer review panels to independently assess the quality of data collection strategies, and deliverables. This could include all logistical arrangements, recruitment of participants, and payment for their participation in related activities.

- b. **Program assessment/analysis:** Program assessments focus more narrowly on specific components of the NCVS in an effort to define issues and identify solutions. These studies may be methodologically or topically oriented. Often, systematic and in-depth literature reviews and data analysis will be required.

Program assessments and/or analyses involve a review, analysis, and synthesis of current information and/or existing data or collection of new data. Depending on the extent of data collection, it may require OMB clearance. Undertaking a program assessment may include various activities and methods of data collection. For example, crowdsourcing platforms or online panels may be used to collect information from crime victims. Similarly, cognitive interviews may be used to evaluate respondent understanding and interpretation of new or modified survey items. The recipient must then be able to apply relevant findings and lessons learned across program assessments and analytical efforts.

- c. **Rapid response studies:** Rapid response studies are less complex, and more narrowly focused than those categories mentioned above. Typically, rapid response studies are less than 3 months in duration, involve only a small number of staff, and may have only

1 to 3 deliverables in response to analytical specifications provided by BJS. For example, a rapid response study may be prompted by an agency or departmental priority that requires quick turnaround estimates using existing data on a specific topic.

- d. **General statistical research, training, and technical assistance:** General statistical research may include development and updates of technical documentation and other ad-hoc analytical requests from BJS, which require expertise in the NCVS, criminology, criminal victimization, and the criminal justice system, including victim services and policing. Developing routine statistical tabulations for internal and external requests involving NCVS and other victimization data typically involve statistical data that do not appear in BJS publications and require special analyses of NCVS data, including NCVS restricted-use data available through the U.S. Census Bureau [Federal Statistical Research Data Centers](#). Training and technical assistance may include development of training material on statistical methods or procedures for analyzing NCVS data, and direct statistical software support with BJS staff.

Task 2a. Within each statistical support project, the recipient must complete and submit the following:

- a. **Develop the project scope and approach through a work plan and analysis plan:** The recipient will develop a proposed work plan that, at a minimum, summarizes project scope including essential background information; research questions or requested analysis; expected deliverables; projected timeline; project staffing; and project budget. It may include initial proposals of the analytical methods and potential data sources that could meet the requirement. It may include a discussion of the implications of the research questions or analytical problems, or the limitations and capabilities of the existing administrative data. It may propose a need for a technical working group (TWG) or subject matter experts (SMEs). (Note: Each individual project could range in scope from a single small data analysis project to a larger or more complex project. The topics and scope of each individual project will be determined after award in coordination with BJS.)

The recipient will also develop a detailed analysis plan that discusses the task objectives or research question, the proposed analytical approach, and the anticipated format and use of the analysis results. An approved analysis plan may be updated at a later date if additional information about a dataset, such as data quality, affects the ability to conduct the proposed analysis.

- b. **Conduct the statistical support project as outlined in the work and analysis plans to address each NVSSP task objective.** The recipient shall conduct a range of appropriate statistical support tasks, per the analysis plan, and address each of the task objectives laid out in the memo.
- c. **Report and disseminate results:** For each project, the recipient will propose a dissemination plan to document, communicate, and present the results of the analyses to its intended audience. This may include draft, interim, and final reports, issue/research papers, internal memoranda, issue/research briefs, one-pagers, briefings to BJS, conference presentations, working papers, scholarly journal articles, and reports on special topics. The recipient will present a comprehensive plan for successfully

communicating the project's findings in a clear and concise manner, while maintaining the scientific integrity of the project. Dissemination may include:

- **Internal deliverables (as applicable).** An internal deliverable may be produced if the analysis is intended solely for internal management purposes, if there are data disclosure preclusions, or if there are legal concerns with releasing the analyses. All internal deliverables must be identified at the onset in the work plan as internal deliverables.
- **External deliverables.** External deliverables should be written in clear and plain English without jargon, grammatical, or typographical errors. All versions must be labeled draft until the final document is approved by BJS.
- **Briefings.** The recipient will present oral briefings as requested for each project, unless stated otherwise in the work plan.

d. **Develop public-use and/or restricted-use data files (as appropriate):** As appropriate and when directed to do so, the recipient will develop and provide a public use or restricted use data file, consistent with all federal laws, rules, and regulations. This should include edited and cleaned electronic files securely submitted to BJS through the Justice Enterprise Filing Sharing (JEFS) system (or another filing sharing system approved by BJS) that contain the data used for analysis in the evaluation, along with documentation and instructions, to allow repeatable, transparent, and accurate retrieval of the data. The data should be de-identified and stripped of personally identifiable information (PII). An electronic version of the data specifications, variable listing, and summary statistics should be provided for each dataset, regardless of format. In preparing and providing data files and documentation, the recipient must ensure compliance with all requirements imposed by applicable federal statutes concerning the collection and maintenance of data which includes personal identifiers and satisfy the privacy and confidentiality provisions of applicable federal statutes. BJS may request restricted use files in lieu of, or in addition to, public use files. Restricted use files must also be accompanied by appropriate documentation and materials.

The restricted and public use datasets produced from the data collection tasks must include (a) all data, in a de-identified form, including sampling weights (if relevant) and in a format easily accessible using statistical software, (b) a codebook with data descriptions, including if relevant a detailed discussion of how to use the weights appropriately for different types of analyses, and (c) the data file must be submitted electronically using an appropriate data format (such as CSV, ASCII, SAS, Stata, SPSS, etc.).

Task 3. Continue development and testing of instruments to measure cybercrime victimization:

The recipient will continue ongoing research on measuring cybercrime victimization in the NCVS. Anticipated tasks to be completed in this project may include:

- a. Develop draft instrument to collect data on cybercrime victimization.
- b. Prepare a generic clearance package for approval by OMB.
- c. Conduct cognitive testing of survey items to assess respondent understanding and comprehension.
- d. Conduct pilot testing of survey items with a probability-based web panel.
- e. Analyze results and prepare a report of key findings.

- f. Finalize the instrument based on cognitive testing.
- g. Present briefing of the project findings.

Task 4. Assist BJS and the Census Bureau as needed with efforts related to the annual production of NCVS data including weighting, sampling, and the implementation of the new survey instrument:

BJS will fully implement a new NCVS instrument beginning in January 2025. The implementation of the new NCVS survey instrument will require careful thought, research, and evaluation to consider the impact of changes on existing NCVS trends and generally maintaining the continuity of NCVS data collection operations. The Census Bureau administers the NCVS on behalf of BJS and is responsible for the implementations of pre- and post-collection processing, such as weighting and sample selection. As needed, the NVSSP agent will support Census in this work as an extension of BJS. This could include, but not limited to, analyzing pre-processed NCVS to examine impacts of the new instrument, assisting with the development of bridging methods for the existing and new NCVS estimates, and assisting with the assessment and implementation of weighting approaches for the general population or specific populations.

Task 5. Conduct research on relevant considerations for transitioning the NCVS to a new data collection platform within the Census Bureau and potential, future addition of a self-administered mode:

The Census Bureau is modernizing their Census Business Ecosystem, including a key innovation area for data collection – [Data Ingest and Collection for the Enterprise \(DICE\)](#). As needed, the NVSSP will support Census and BJS in the transition to the new data collection platform including assessing any impacts on the instrument and possible changes in instrument redesign work explored the feasibility of using a self-administered, web-based instrument for the NCVS. This task will expand on this work to explore potential merits and implications of moving toward a self-administered collection. The research should consider factors such as design effects, coverage issues, cost, sample sizes, nonresponse bias, and the precision of national and subnational key estimates.

How Awards Will Contribute to Program Goals/Objectives

By providing statistical support on a wide array of projects involving statistical methodology, research, analyses, and reporting on criminal victimization and related statistics, the award recipient will help BJS identify and address the most pressing challenges confronting crime and victimization data collection and improve the utility and cost effectiveness of the NCVS.

Expected Outcomes: Deliverables and Performance Measures

To achieve the goals and objectives of this funding opportunity, OJP has identified expected deliverables that must be produced by a recipient. OJP has also identified performance measures (pieces of data) that will indicate how a recipient is achieving the performance goals and objectives previously identified. Recipients will need to collect and report this performance measure data to OJP.

Deliverables

Award recipients will be expected to develop and submit the deliverables listed below in the course of implementing their proposed project.

Much of the work under this project will be ongoing and iterative in consultation and collaboration with BJS. Within 3 weeks of the award start date, the recipient of funds will meet with BJS to discuss the proposed tasks. The recipient will then develop a detailed timetable outlining the dates of completion of each task, the date of delivery of each deliverable and status report, and the dates of scheduled meetings.

The recipient shall ensure that all deliverables meet performance standards in regard to technical quality, usefulness, and timeliness of the delivery. Deliverables will be defined in the project work plan along with corresponding timeframes and due dates.

Task	Deliverable	Deadline
1. Provide comprehensive and timely overall project management.	A written timeline for the entire program (all tasks) with the design and program tasks fully specified	Within 60 days of award start date
	Biweekly program meetings to include agendas and meeting minutes	Ongoing – Biweekly. - <i>Agendas</i> two days prior to call. - <i>Meeting notes</i> within three days of the call
	Monthly progress reports	Ongoing – Within 15 business days from the end of each month
	Semi-annual progress reports	Ongoing – Semiannually in JustGrants
	Quarterly financial reports	Ongoing – Quarterly in JustGrants
	Biweekly data collection reports (as applicable)	Ongoing when applicable – Biweekly
	Decision memos that document key milestones met or changes to the program	Ongoing – Within 15 days of key decisions being made
2. Complete BJS priority-based statistical support projects within the scope of the NOFO as assigned. <i>Deliverables are per statistical support project.</i>	Data management plan	Within 60 days of award start. Revised as needed
	Project work plan (initial, revisions, and final)	Final within 90 days of the kickoff meeting or as determined by BJS PM
	Project analysis plan (initial, revisions, and final)	Final within 30 days after a work plan has been approved by BJS PM
	Completed data files, documentation, and other deliverables as specified in the work plan	According to the schedule in the work plan
	Internal deliverables, as applicable	According to the schedule in the work plan
	External deliverables	According to the schedule in the work plan
	Briefings	As determined with the BJS PM
3. Continue development and testing of instruments	Data file, codebook, and all accompanying documentation	According to the schedule in the work plan
	Instrument development and testing scope of work	According to the schedule in the work plan

to measure cybercrime victimization.	Draft cybercrime victimization instruments or questions	According to the schedule in the work plan
	Generic OMB clearance package for cognitive testing or pilot testing	According to the schedule in the work plan
	Cognitive test or pilot test of cybercrime victimization instrument	As determined with the BJS PM
	A summary of findings, recommended revisions to the instrument, and a final version of the instruments or questions.	According to the schedule in the work plan
4. Assist BJS and the Census Bureau as needed with efforts related to the annual production of NCVS data including weighting, sampling, and the implementation of the new survey instrument.	Ad-hoc research and internal reports as determined by project needs	As determined with the BJS PM
5. Conduct research on relevant considerations for transitioning the NCVS to a new data collection platform within the Census Bureau and potential, future addition of a self-administered mode.	A proposed research strategy for evaluating self-administered mode options	According to the schedule in the work plan
	Testing, as appropriate, of self-administered instrument	As determined with the BJS PM
	Technical report presenting options considered, including advantages and disadvantages to each	According to the schedule in the work plan

Performance Measures

OJP will require each award recipient to submit regular performance reports that communicate progress toward achieving the goals and objectives identified in [Program Goals and Objectives](#). Applicants can visit [OJP's performance measurement page](#) at ojp.gov/performance for more information on performance measurement activities.

Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

Objective	Performance Measure	Data Recipient Provides
Provide comprehensive and timely overall project management.	Percentage of deliverables completed on time Percentage of deliverables that meet expectations Effective managements as measured by whether significant interim project milestones were achieved, final deadlines were met,	Written NVSSP timeline Meeting agendas and minutes to document decisions and action items Monthly progress reports Semi-annual progress reports

		<p>and costs remained within approved limits</p>	<p>Quarterly financial reports</p> <p>Biweekly data collection reports (as applicable)</p> <p>Decision memos that document key milestones met or changes to the program</p> <p>Data management plan</p>
Complete BJS priority-based statistical support projects within the scope of the NOFO as assigned.		<p>Number of deliverables completed on time</p> <p>Number of deliverables that meet expectations</p>	<p><i>Per statistical support project:</i> Written project scope including:</p> <ul style="list-style-type: none"> - Work plan - Analysis plan <p>Completed data files, documentation, and other deliverables as specified in the specific project's work plan</p> <p>Completed dissemination plan. And, as appropriate:</p> <ul style="list-style-type: none"> - Internal deliverables - External deliverables - Briefings <p>Public- and/or restricted-use data files, codebooks, and all accompanying documentation</p>
Develop and test an instrument to measure cybercrime victimization.		<p>Number of deliverables completed on time</p> <p>Number of deliverables that meet expectations</p>	<p>Proposed scope of work for instrument development</p> <p>Draft cybercrime instruments or questions</p> <p>Generic OMB clearance package for cognitive testing or pilot testing</p> <p>Cognitive test or pilot test of cybercrime victimization instruments or questions</p> <p>A summary of findings, recommended revisions to the instrument, and a final version of the instruments or questions</p>
Assist BJS and the Census Bureau as needed with efforts related to the annual production of NCVS data including weighting, sampling, and the implementation of the new survey instrument.		<p>Number of deliverables completed on time</p> <p>Number of deliverables that meet expectations</p>	Research and internal reports as needed

Conduct research on relevant considerations for transitioning the NCVS to a new data collection platform within the Census Bureau and potential, future addition of a self-administered mode.	Number of deliverables completed on time Number of deliverables that meet expectations	Research and internal reports as needed Technical report describing all mode options and justifying ultimate recommendation
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Funding Instrument

OJP expects to make awards under this funding opportunity as cooperative agreements, which allow OJP to have substantial involvement in carrying out award activities. See the ["Administrative, National Policy, and Other Legal Requirements"](#) section of the [Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions.



APPLICATION CONTENTS, SUBMISSION REQUIREMENTS, AND DEADLINES

This NOFO contains all the information needed to apply for this funding opportunity. The application for this funding opportunity is submitted through web-based forms and attachments in Grants.gov and JustGrants through the steps that follow.

Unique Entity Identifier (UEI) and SAM.gov Registration

To submit an application, an applicant must have an active registration in the [System for Award Management \(SAM.gov\)](#). SAM.gov assigns entities a unique entity identifier (UEI) that is required for the entity to apply for federal funding. Applicants will enter their UEI with their application. Award recipients must then maintain an active UEI for the duration of their award's period of performance.

First-time Registration: Entities registering in SAM.gov for the first time will submit information about their entity type and structure, financial information (such as dates of the fiscal year, banking information, and executive compensation), entity points of contact, and other information. The information is reviewed and verified by SAM.gov, and then a UEI is issued. This process may take several weeks, so entities considering applying for funding should begin the registration process as soon as possible.

Renewing an Existing Registration: Entities must renew their SAM.gov registration every 12 months to keep it active. If an entity does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent the submission of an application for funding in Grants.gov and JustGrants.

Applicants are encouraged to start the SAM.gov registration or renewal process **at least 30 days prior to the application's Grants.gov deadline**. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not be able to complete the process in time and will not be considered for a technical waiver that allows for late submission.

For Small Businesses: In addition to SAM.gov registration, a small business applicant may need to obtain an Employer Identification Number (EIN) from the Internal Revenue Service (IRS). The person applying for an award should submit the EIN value as the Tax Identification Number (TIN) during the SAM.gov registration process. The applicant should not submit their Social Security Number. For additional information, including the steps to obtain an EIN, see the IRS [Apply for an Employer Identification Number \(EIN\) online](#) webpage.

Submission Instructions: Summary

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

- **Step 1:** The applicant must submit the required [Application for Federal Assistance SF-424](#) by the Grants.gov deadline.
- **Step 2:** The applicant must submit the full application, including attachments, through JustGrants by the deadline (see [JusticeGrants.usdoj.gov](#)).

Submission Step 1: Grants.gov Submission of SF-424

Access/Registration

If the applicant does not already have a Grants.gov account, they will need to register for this opportunity in Grants.gov. Applicants should follow the Grants.gov [Quick Start Guide for Applicants](#) to register, create a workspace, assign roles, submit an application, and troubleshoot issues.

Submission of the SF-424

Applicants will begin the application process in Grants.gov with the submission of the SF-424, which collects the applicant's name, address, and UEI; the funding opportunity number; and proposed project title, among other information. The SF-424 must be signed by the Grants.gov Authorized Organizational Representative for the applicant.

See the [Application Resource Guide](#) for additional information on completing the SF-424.

Section 8F – Applicant Point of Contact: Please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*i.e.*, email address) to assign the application to this user in JustGrants.

Section 19 – Intergovernmental Review: This funding opportunity is not subject to [Executive Order \(E.O.\) 12372](#) (Intergovernmental Review). Applicants should answer section 19 by selecting, “Program is not covered by E.O. 12372.”

An applicant should submit the SF-424 as early as possible and recommended not later than 48 hours before the Grants.gov deadline. If an applicant fails to submit the SF-424 in Grants.gov by the deadline, they will be unable to submit their application in JustGrants.

Once the first part of the application has been successfully submitted in Grants.gov, the Grants.gov Workspace status will change from “In Progress” to “Submitted.” Applicants will also receive a series of four Grants.gov email notifications. Refer to the [DOJ Application Submission Checklist](#) for additional details.

If an applicant needs to update information in the SF-424 after it is submitted in Grants.gov, they can update the information as part of their JustGrants submission (see [Application Contents, Submission Requirements, and Deadlines: Standard Applicant Information](#)). They do not need to submit an update in Grants.gov.

Submission Step 2: JustGrants Submission of Full Application

Access/Registration

For first-time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the email address listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after confirmation from Grants.gov of the SF-424 submission.

Creating and setting up a JustGrants account consists of three steps:

1. Follow the instructions in the email to first confirm who will be the Entity Administrator (the person who manages which staff can access JustGrants on behalf of the applicant).
2. Log in to JustGrants and confirm the information in the Entity Profile.
3. Invite other individuals who will serve as the Application Submitter and the Authorized Representative for the applicant to register for JustGrants.

These steps should be completed in JustGrants as early as possible and recommended not later than 48 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Applicants can find additional information on JustGrants registration in the [DOJ Grant Application Submission Checklist](#).

Preparing for Submission

Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare, enter, and upload all the requirements of the application.

Applicants may save their application in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants. After the application deadline, no changes or additions can be made to the application. **OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline.**

For additional information, including file name and type requirements, see the “How To Apply” section in the [Application Resource Guide](#).

Standard Applicant Information

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

Proposal Abstract

A proposal abstract (no more than 2,000 characters) summarizing the proposed project must be completed in the JustGrants web-based form. The text from abstracts will be made publicly available on the OJP.gov and USASpending.gov websites if the project is awarded, so this section of the application should not contain any personally identifiable information (e.g., the name of the project director).

The abstract should be in paragraph form without bullets or tables and written in the third person (e.g., they, the community, their, themselves, rather than I or we). The abstract should include the following information:

- The name of the applicant’s proposed project.
- The purpose of the proposed project (*i.e.*, what the project will do and why it is necessary).
- Where the project will take place (*i.e.*, the service area, if applicable).
- Who will be served by the project (*i.e.*, who will be helped or have their needs addressed by the project).
- What activities will be carried out to complete the project.
- The subrecipient(s)/partner organizations or entities, if known.
- Deliverables and expected outcomes (*i.e.*, what the project will achieve).

See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

Data Requested With Application

Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High-Risk Status)

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

Agency Funding Priorities Inventory

Applicants seeking priority consideration under the [Agency Funding Priorities](#) section should answer the inventory questions in their entirety in the web-based form in JustGrants.

Proposal Narrative

Format of the Proposal Narrative: The Proposal Narrative will be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; have numbered pages; and should not exceed 40 pages. If the Proposal Narrative does not comply with these restrictions, OJP may consider such noncompliance in peer review and in final award decisions.

Tables, charts, and graphic that are single-spaced or smaller than 12-point size font are permissible. Applicant should make certain they are legible.

Sections of the Proposal Narrative: The Proposal Narrative must include the four sections listed below. If the applicant seeks priority consideration, the Proposal Narrative must state which priority goal(s) the applicant's project will advance and describe how (see section, Agency Funding Priorities under Program Description).

1. Description of the Need: Clearly define the issue the project seeks to address. This section should include:

- A concise explanation of the need, gap, or challenge the project targets.
- Relevant data or evidence demonstrating the scale and impact of the issue on the agency and community.
- A description of how the identified need aligns with this funding opportunity.

2. Project Goals and Objectives: Describe how the proposed project will address the identified need and align with the NOFO's purpose. Include:

- High-level project goals (broad, strategic aims).
- Specific, measurable objectives to be achieved through the project.
- How proposed goals and objectives align with those outlined in this NOFO.
- Applicants should outline a set of victimization-related topics they consider to be important that should be addressed by BJS.

- BJS will assess the proposed topics as an indicator of the applicant's substantive understanding of BJS publications from the NCVS and of issues that could be addressed by the NCVS.

3. Project Design and Implementation: Explain how the applicant will implement the proposed project. This section should describe:

- Key activities to be undertaken and how they support the project's goals and objectives.
- The timeline and sequencing of activities.
- Roles and responsibilities of staff and partners involved.
- Identification of project beneficiaries.
- Expected deliverables or work products.
- Any proposed subrecipients, their roles, and how they will be selected (if not yet identified).
- Applicants should propose and outline an example NCVS statistical support task they consider important, including a detailed discussion of the proposed approach to the task.
 - In proposing this task, applicants should demonstrate an in-depth understanding of the NCVS. Applicants should also discuss how the proposed task addresses an important gap or limitation in our understanding of the performance of the NCVS or improves an aspect of the NCVS data collection or data collected from respondents.

4. Capabilities and Competencies: Demonstrate the applicant's capacity to successfully execute the project. Include:

- A summary of organizational capabilities and systems to support implementation, including collection and reporting of performance data.
- Relevant qualifications and experience of key staff responsible for the project.
- A description of projects or activities the applicant organization has conducted, or is currently conducting, that demonstrate the applicant's ability to undertake the proposed project activities. Specifically, these projects or activities should demonstrate:
 - Strong statistical skills in sampling, estimation, weighting and nonresponse adjustments, and modeling.
 - Experience with survey instrument design, large scale data collection and data management.
 - Strong written and oral communications skills and experience with data visualization.
 - Expertise in conducting both methodological and substantive research and in communicating findings to a variety of audiences.
 - Ability to produce reports in accordance with the BJS style.
- Knowledge of the BJS product line as well as their ability to translate findings using innovative dissemination techniques and tools to reach wider audiences.
- Capability to administer large-scale surveys, which will include cognitively testing and finalizing instruments, formatting surveys for administration, developing and administering a nonresponse follow-up protocol, and drafting necessary OMB clearance packages.
 - Ability to work collaboratively with interest groups to shape the instruments in a way that meets the various stakeholder needs.

- A description of the process the applicant's organization will use to follow the current guidelines and the process to be used to deliver all components of a BJS report project, including text, data for tables and figures, documentation of verified computer programs, text-to-table verifications, and .csv files with final versions of data that appear in tables and figures.
 - Applicants will need to have or obtain Special Sworn Status through the Census Bureau to have access to NCVS restricted-use data files. Applicants should identify staff that will be available to work as needed at Census Headquarters or one of the Census Federal Statistical Research Data Centers.

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

Budget and Associated Documentation: Budget Detail Form

The applicant will complete the JustGrants budget detail form. The form collects the individual costs under each cost category needed to implement the proposed project. Applicants should ensure that the name/description of each cost is clear and provide the detailed calculation (e.g., cost per unit and number of units) for the total cost. Applicants should enter additional narrative, as needed, to fully describe the cost calculations and connection to the project goals and objectives (including, if applicable, describing connections to OJP priority goals).

Budget proposals should include the funding needed to implement the proposed activities. In preparing their budget proposals, applicants should consider what types of costs are allowable, if awarded funding. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the project funded under the federal award and when they comply with the funding statute and agency requirements, including the conditions of the award and the cost principles set out in [2 C.F.R. Part 200, Subpart E](#) and the [DOJ Grants Financial Guide](#).

Costs Associated With Conference/Meeting/Training: An applicant that proposes to use award funds for activities related to a conference, meeting, training, or similar event should review the [Application Resource Guide](#) for information on prior approval, planning, and reporting costs for a conference/meeting/training.

Costs Associated With Language Assistance and Access: 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 in specific grant programs. Costs to provide reasonable accommodation and facilitate language access for individuals who are deaf or hard of hearing may also be allowable in specific grant programs. See the [Application Resource Guide](#) for information on costs associated with language assistance.

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

Budget and Associated Documentation: Budget/Financial Attachments

Indirect Cost Rate Agreement (if applicable): An applicant with a current, federally approved indirect cost rate agreement should upload it as an attachment in JustGrants.

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary for the operation of the organization and the performance of the project.

Examples of costs usually treated as indirect include those incurred for operation and maintenance of offices or workspaces and salaries of administrative or support staff. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III–VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. See the [DOJ Grants Financial Guide](#) and the [OJP Grant Application Resource Guide](#) for additional information on indirect cost rate agreements.

Consultant Rate (if applicable): OJP has established maximum rates for consultants; see the “Listing of Costs Requiring Prior Approval” section of the [DOJ Grants Financial Guide](#) for more information. If an applicant proposes a rate for a consultant on their project that is higher than the established maximum rate and receives an award, then the award recipient must submit a document requesting approval for the rate and cannot incur costs at the higher rate without prior OJP approval. The award recipient must provide justification for why the proposed rate is higher than the established maximum rate, such as why the rate is reasonable and consistent with that paid for similar services in the marketplace.

Limitation on Use of Award Funds for Employee Compensation for Awards Over

\$250,000; Waiver (if applicable): If an applicant proposes to hire employees with federal award funds, for any award of more than \$250,000, the recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. Applicants may request a waiver from this requirement by submitting the appropriate form. See the [Application Resource Guide](#) for information on the “Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.”

Disclosure of Process Related to Executive Compensation (if applicable): 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. If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the [Application Resource Guide](#) for information.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

- **Curriculum Vitae or Resumes:** Provide resumes of key personnel who will work on the proposed project or a description of the experience and skills of key personnel necessary to implement the project.
- **Research and Evaluation Independence and Integrity Statement:** If an application proposes research (including research and development) and/or evaluation, the

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

- **Human Subjects Protection:** BJS requires funding recipients to submit proper documentation certifying that the research project meets the federal requirements for human subjects' protections set forth in DOJ regulations at 28 CFR Part 46. DOJ is not a signatory on the Revised Common Rule (45 CFR Part 46). BJS-funded projects must be reviewed in accordance with 28 CFR Part 46 requirements. Applicants should complete the Human Subjects Protection Certification of Compliance form, available at [Human Subjects Protection, Confidentiality, and Data Management Plan Requirements](#). Applicants should attach the completed certification form in JustGrants.
- **Privacy Certificate:** The Privacy Certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person that is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable information. Applicants must specify in the Privacy Certificate the specific controls used to safeguard directly identifiable information against unauthorized disclosure. All project staff, including information technology personnel, subcontractors, and/or consultants, with access to identifiable data collected in conjunction with BJS-funded activities are required to sign a Privacy Certificate to affirm their understanding of, and agreement to comply with, the terms of access and privacy requirements. Award recipients are responsible for maintaining an updated list of individuals with access to identifiable information and for ensuring that new staff who gain access to such information during the project period sign a Privacy Certificate. Additional information about BJS's privacy certification requirements, including a model Privacy Certificate, is available at [Human Subjects Protection, Confidentiality, and Data Management Plan Requirements](#). Applicants should attach the completed Privacy Certificate in JustGrants.
- **Timeline:** Provide a timeline listing key activities and milestones, and the months during which they will take place.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities: JustGrants will prompt each applicant to indicate if it is required to complete and submit a lobbying disclosure under 31 U.S.C. § 1352.

The applicant is required by law to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of \$100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law.

Lobbying means (for this requirement) influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress. See 31 U.S.C. 1352; 28 C.F.R. part 69. Note: Most applicants do not engage in activities that trigger this disclosure requirement.

An applicant that is not required by law (31 U.S.C. 1352) to complete and submit a lobbying disclosure, should enter “No.” By doing so, the applicant is affirmatively asserting (under applicable penalties) that it has nothing to disclose under 31 U.S.C. § 1352 with regard to the application for the award at issue.

Disclosure of Duplication in Cost Items: To ensure funding coordination across grantmaking agencies, and to avoid unnecessary or inappropriate duplication of grant funding, the applicant must disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds, for the same project and the same budget items included in this proposal. Complete the JustGrants Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

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

DOJ Certifications: Review the DOJ document [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies](#). An applicant must review and sign the certification document in JustGrants. See the [Application Resource Guide](#) for more information.

Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable): If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ high-risk recipient is an award recipient that has received a DOJ high-risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

Submission Dates & Times

Refer to [Basic Information: Key Dates and Times](#) for the submission dates and times.

Applicants should submit their applications as early as possible and recommended not later than 48 hours before the deadlines. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. Applicants will use the Certify and Submit feature in JustGrants to confirm that all required application components have been entered, which includes identifying the Authorized Representative for the applicant. Once the application is submitted, the Application Submitter, Authorized Representative, and Entity Administrator receive a confirmation email.

An applicant will receive emails after successfully submitting application components in Grants.gov and JustGrants and should retain all emails and other confirmations received from the SAM.gov, Grants.gov, and JustGrants systems.

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

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. OJP will only consider requests to submit an application via alternative methods or after the deadline when the applicant can document that there is a technical issue with a government system that was beyond their control and that prevents submission of the application via the standard process prior to the deadlines. Issues resulting from circumstances within the applicant's control, such as failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time, will not be considered.

Requests and documentation must be sent to AskBJS@usdoj.gov. Applicants should follow these steps if they experience a technical issue:

- 1. Contact the relevant help desk to report the issue and receive a tracking number.**

See [Basic Information: Contact Information](#) for the phone numbers, email addresses, and operating hours of the SAM.gov, Grants.gov, and JustGrants help desks. Reports of technical issues to the help desk must occur **before** the application deadline.

If an applicant calls the help desk and experiences a long wait time, they can also email the help desk to obtain a tracking number. Tracking numbers are generated automatically when an applicant emails the applicable service desk, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

- 2. If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact AskBJS@usdoj.gov within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. The applicant's request will need to include:**
 - A description of the technical difficulties experienced (provide screenshots if applicable).
 - A timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit, and date and time support representatives responded).
 - An attachment of the complete grant application and all the required documentation and materials (this serves as a "manual" submission of the application).
 - The applicant's unique entity identifier (UEI).
 - Any SAM.gov, Grants.gov, and JustGrants Service Desk tracking/ticket numbers documenting the technical issue.
- 3. If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact AskBJS@usdoj.gov within 24 hours of the JustGrants deadline to request approval to submit after the deadline. See step 2 for the list of information the applicant must provide as part of its request.**

As a reminder: the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information previously listed), or that does not submit a waiver request within the required time period, will be denied.

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



APPLICATION REVIEW

Responsiveness (Basic Minimum Requirements) Review

OJP screens applications to ensure they meet the basic minimum requirements (BMR) prior to conducting the merit review. Following are the basic minimum requirements for this funding opportunity. If OJP determines that an application does not include these elements, it will not proceed to merit review and will not receive any further consideration.

- The application is submitted by an eligible applicant.
- The application is responsive to the scope of the NOFO.
- The following application elements are included:
 - SF-424 (Grants.gov)
 - Proposal Narrative (JustGrants)
 - Budget detail form, which includes the budget items, their calculations, and explanation (JustGrants)

Applicants whose application fails to meet the BMR are provided notice (including an appropriate point of contact for questions) within a few weeks after the submission due date.

Merit Review Criteria

Peer Review Criteria

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

- **Statement of the Problem/Description of the Need (5%):** What critical issue or problem the applicant is proposing to address with this project.
- **Project Goals and Objectives (10%):** How the proposed project will address the identified need and the purpose of the funding opportunity.
- **Project Design and Implementation (40%):** The strength of how the applicant will implement activities, including the soundness of the project design and how the activities align to the stated goals and objectives.
- **Capabilities and Competencies (25%):** The applicant's administrative and technical capacity to successfully complete this project.
- **Budget (10%):** Completeness and cost effectiveness.
- **Plan for Collecting the Data Required for this NOFO's Performance Measures (10%):** Evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.

Programmatic and Financial Review Criteria

After the peer review, applications undergo additional programmatic and financial reviews. OJP staff may reach out to applicants during the programmatic or financial review if a submitted form is incomplete or needs to be updated. Note: OJP staff are not authorized to provide information on peer review scores or comment on programmatic, risk, or budget/financial reviews while the merit review is in progress.

In addition to BMR and peer review criteria, other important considerations for OJP include geographic coverage, strategic priorities (including, but not limited to, the priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the

budget detail form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. If cost sharing/match is not required for this opportunity, applicants will not receive higher consideration by proposing a voluntary match contribution in their budget.

Risk Review

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

Depending on the severity and nature of the risk factors, the risk assessment may result in the removal of an applicant from consideration or selection for award, or it may result in additional post-award conditions and oversight for an awarded applicant.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM.gov.

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

Selection Process

All final award decisions will be made by the Assistant Attorney General, unless a statute explicitly authorizes award decisions by another official or there is written delegation of authority to another official. This official may consider not only peer review ratings and program office recommendations, but also other factors as indicated in the “Application Review” section to make final award decisions. For additional information on the application review process, see the [Application Resource Guide](#).



AWARD NOTICES

Federal Award Notices

For successful applicants, JustGrants will send a system-generated email to the Application Submitter, Authorized Representative, and Entity Administrator with information on accessing their official award package in JustGrants. The award package will include key information (such as funding amount and period of performance) as well as award conditions that must be followed. The Authorized Representative for the entity should accept or decline the award within 45 days of the notification. See the [Application Resource Guide](#) for information on award notifications and instructions.

Applicants not selected for an award will receive notification after all award recipients have been notified. OJP also provides unsuccessful applicants with a summary of peer reviewer comments.

Future Funding Opportunities

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

Applications submitted under this FY 2025 funding opportunity may be funded in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.



POST-AWARD REQUIREMENTS AND ADMINISTRATION

Reporting

All award recipients under this funding opportunity will be required to submit the following reports and data:

- Quarterly financial reports.
- Semi-annual performance reports.
- Final financial and performance reports.
- If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions.

See the [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data and the method for submitting reports in OJP's online systems. Future awards and fund drawdowns may be withheld if reports are delinquent, and in appropriate cases, OJP may require additional reports.

Performance Measure Reporting

Award recipients are required to submit performance measure data and performance reports in JustGrants on a semi-annual basis. Applicants selected for an award will receive further guidance on post-award reporting processes.

Program- and Award-Specific Award Conditions

OJP includes various conditions on its awards. These may include program-specific conditions, which typically apply to all recipients of a funding opportunity, and award-specific conditions, which are included to address recipient-specific issues (e.g., programmatic or financial risk). Recipients may view all conditions, and actions required to satisfy those conditions, in the award package in JustGrants.

Administrative, National Policy, and Other Legal Requirements

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

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit the award recipient from discriminating on the basis of race, color, national origin, sex, religion, or disability in how it delivers its program's services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include, but are not limited to, Title VI of the Civil Rights Act of 1964, the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail on OJP's [Legal Overview—FY 2025 Awards](#) webpage under the "Civil Rights Requirements" section. Additional resources are available from the [OJP Office for Civil Rights](#).

Compliance with Federal civil rights and nondiscrimination laws is material to the government's decision to make any award and payment under this program, including for purposes of the False Claims Act, and each recipient will be required to certify (in its acceptance of the conditions of the award) that it does not operate any programs (including any such programs having components relating to diversity, equity, and inclusion) that violate any applicable Federal civil rights or nondiscrimination laws.

See OJP's [Partnerships with Faith-Based and Other Neighborhood Organizations webpage](#) for specific information for faith-based organizations applying under this NOFO.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [Application Resource Guide](#) for additional information.

Information System Security and Privacy Requirements

Award recipients and subrecipients that serve as BJS data collection agents to complete statistical activities under BJS's authority in conjunction with the funded activities, including collecting, receiving, processing, analyzing, storing, transferring, or disseminating information, must maintain the appropriate administrative, physical, and technical safeguards to ensure that the appropriate data management processes are followed. Award recipients must operate information systems that are adequately secured and protected against unauthorized disclosure, in accordance with applicable federal laws, regulations, and other authorities.

BJS requires special data-handling controls and procedures to protect confidential BJS data, which includes information identifiable to a private person (as defined in 28 C.F.R. Part 22.2), direct PII, (e.g., names, Social Security numbers, last-known addresses, or FBI, state, or department of corrections (DOC) ID numbers), and other non-public data.

Specifically, BJS award recipients and subrecipients are required to, as applicable—

- Comply with the data security and confidentiality provisions detailed in 28 C.F.R. Part 22.
- Adhere to National Institute of Standards and Technology (NIST) guidelines and Office of Management and Budget (OMB) guidance to categorize the sensitivity of all data collected or maintained on behalf of BJS.
- Once the system has been categorized, secure data in accordance with the most updated Risk Management Framework specified by NIST guidelines.
- Maintain data security controls comparable to the Federal Information Security Modernization Act (FISMA) Moderate security level for projects that collect, store, transfer, or disseminate information identifiable to a private person.
- Employ adequate controls to ensure data are not comingled with any other data set or product without the express written consent of BJS.
- Reduce the volume of PII collected, used, or retained to the minimum necessary.
- Restrict access to identifiable data to individuals who must have such access.
- Restrict use of identifiable data to approved purposes.
- Follow BJS's established security incident notification procedures, including notifying BJS and the appropriate DOJ officials, within 1 hour of discovery, of all security incidents

involving PII or other sensitive information collected or maintained in conjunction with BJS-funded activities.

- Log all computer-readable data extracts from databases holding sensitive information and ensure that each extract including sensitive data has been erased within 90 days or that its use is still required.
- Ensure all contracts involving the processing and storage of PII comply with DOJ policies on remote access and security incident reporting.
- Comply with BJS's data disposition requirements to return all identifiable and nonpublic data to BJS upon project completion, digitize paper copies of surveys and data collection materials saved on other physical media, and securely destroy identifiable data after receiving BJS's permission to do so.
- Complete data security and confidentiality trainings, as applicable.
- Employ formal sanctions for anyone failing to comply with DOJ policy and procedures, in accordance with applicable laws and regulations.

Further, award recipients that receive funding for projects that involve completing statistical activities under BJS's authority are required to develop and maintain a BJS-approved DMP that describes how the data collected under BJS's authority for the program will be collected or acquired, received, handled, processed, stored, transferred, and disposed. A model DMP template is available on the BJS website at [Human Subjects Protection, Confidentiality, and Data Management Plan Requirements](#).

Applicants are advised that OJP may audit the information systems used by award recipients during the performance period to assess compliance with federal laws, regulations, and policies related to data management, confidentiality, and security.

BJS encourages prospective applicants to review the relevant data security, confidentiality, and privacy provisions of the [BJS Data Protection Guidelines](#), which summarize the federal statutes, regulations, and other authorities that govern data collected and maintained under BJS's authority.

Standards for Providing Information Technology and Publishing Support to BJS

The following sections describe BJS standards grantees and contractors should take into consideration when proposing and pricing information technology and publishing support to BJS, as well as in associated project planning and project management.

[Ownership and Hosting of BJS-Funded Data Systems and Applications](#)

All BJS-funded systems or applications built for managing, processing, or publishing data absent an express agreement otherwise, shall be owned by BJS. Master databases of record shall be located on, or regularly replicated to, the OJP network. Public-facing applications shall be deployed and hosted on the OJP network and accessed via a .gov domain. The grantee should plan for these outcomes from the start of projects. For example, application developers will need to have access to the OJP network to participate in the configuration and deployment of public-facing applications.

[Use of OJP Systems and Platforms by Grantees and Contractors](#)

BJS grantees and contractors building BJS-funded systems or applications for managing, processing, or publishing data are required to work on the OJP network using OJP tools and

systems. The OJP network is accessed using an OJP provided laptop and a Personal Identity Verification (PIV) card. To obtain this access, grantees and contractors will need to fill out a personnel onboarding form soon after award that will be forwarded onward by BJS contracting officer representatives (CORs) and cooperative agreement monitors to OJP security personnel. This access should be requested soon after award for all personnel who may need access to the OJP network.

Use of OJP systems, tools, and networks, along with compatibility and compliance with OJP systems and policies, must be accounted for in budgets and planned for from the start of the performance period.

Any projects or tasks that will involve the OJP network and/or coordination with OJP support teams should be described in detail as soon as possible and submitted to the chief of the BJS technology and data management unit to ensure arrangements are made that support the milestones and deliverables of the contract or agreement.

Adherence to federal standards

All systems and applications developed for BJS must adhere to federal, DOJ, OJP, and BJS processes, practices, standards, policies, and mandates. Grantees and contractors must collaborate with and regularly update BJS technology staff on the progress of application and system development.

21st Century Integrated Digital Experience Act

Any website that is developed, modernized, enhanced, maintained, or otherwise delivered as a result of this agreement must comply with the website standards of the Technology Transformation Services of the General Services Administration at:

<https://designsystem.digital.gov/website-standards/>. The U.S. Web Design System (USWDS) shall be adopted incrementally over the life of the project or requirement and the awardee shall prioritize implementation to align with the priorities identified within the agreement.

Additional key BJS information technology policies, practices, and standards may be found at: <https://bjs.ojp.gov/technology-and-publishing-requirements-bjs-contractors-and-grantees>.

Information Technology Security Clauses

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

Other Reporting Requirements

Applicants and recipients are required to notify OJP if you know that you or any of your organization's principals for the award transaction are presently excluded or disqualified (*i.e.*, debarred or suspended) or otherwise meet any of the criteria in 2 C.F.R. 180.335. Recipients must comply with requirements in 2 C.F.R. Part 180, as implemented by DOJ in 2 C.F.R. Part 2867, which, among other things, require recipients to check certain information sources and, in some cases, notify the federal awarding agency prior to the agency awarding federal funds via contracts or subawards.

If a recipient's award includes a federal share of more than \$500,000 over the period of performance of the award, then the award (per 2 C.F.R. 200.113) will include a condition that may require the recipient to report and maintain certain information (relating to certain criminal,

civil, and administrative proceedings) in SAM.gov. See the [Reporting Requirements page](#) for more information.



OTHER INFORMATION

Information Regarding Potential Evaluation of Programs and Activities

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

Freedom of Information and Privacy Act

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

Applicants are advised not to include any unnecessary personally identifiable information, sensitive law enforcement information, or confidential financial information with the application.

Provide Feedback to OJP

See the [Application Resource Guide](#) for information on how to provide feedback to OJP.



APPLICATION CHECKLIST

BJS FY25 National Victimization Statistical Support Program (NVSSP)

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

SAM.gov Registration/Renewal

- Confirm that your entity’s registration in the System for Award Management (SAM.gov) is active through the NOFO period. Submit a new or renewal registration in SAM.gov, if needed (see [Application Resource Guide](#)).

Grants.gov Registration

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

Grants.gov Opportunity Search

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Access the funding opportunity and application package (see Step 7 under “[OJP Application Submission Steps](#)” in the [Application Resource Guide](#)).
- Sign up for Grants.gov email notifications (optional) (see [Application Resource Guide](#)).

Funding Opportunity Review and Project Planning

- Review all sections of the NOFO.
- Confirm your entity is eligible to receive funding (see [Eligibility: Eligible Applicants](#)).
- Confirm your proposed budget is within the allowable limits (see [Basic Information: Funding Details](#)), includes only allowable costs (see [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#)), and includes cost sharing if applicable (see [Eligibility: Cost Sharing/Match Requirement](#)).
- Review the performance measures for this funding opportunity and confirm you will be prepared to collect and report on this data (see [Program Description: Performance Measures](#)).
- Review the “[Legal Overview—FY 2025 Awards](#)” in the [OJP Funding Resource Center](#) and confirm you are prepared to follow the requirements.
- Read OJP policy and guidance on conference approval, planning, and reporting under “Listing of Costs Requiring Prior Approval” in the [DOJ Grants Financial Guide](#) or see the [Application Resource Guide](#).

Submission Step 1: Grants.gov

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

- Complete and submit the SF-424 by the deadline.
- Confirm Section 8F of the SF-424 lists the name and contact information of the individual **who will complete the application in JustGrants**.

- Confirm that, within 48 hours of your submission in Grants.gov, you receive four (4) Grants.gov email notifications:
 - A submission receipt
 - A validation receipt
 - A grantor agency retrieval receipt
 - An agency tracking number assignment
- If no Grants.gov receipt and validation email is received, or if error notifications are received, contact BJS at AskBJS@usdoj.gov or the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or support@grants.gov regarding technical difficulties (see the [Application Resource Guide](#) section on “[Experiencing Unforeseen Technical Issues](#)”).
- Confirm that, within 24 hours after receipt of confirmation emails from Grants.gov, the individual listed in Section 8F of the SF-424 receives an email from JustGrants with login instructions.

Submission Step 2: JustGrants

- Complete the following information:
 - Entity and User Verification (first-time applicants)
 - Standard Applicant Information
 - Proposal Abstract
 - Financial Management and System of Internal Controls Questionnaire (see Application Resource Guide)
 - Agency Funding Priorities Inventory
- Upload the Proposal Narrative.*
- Complete the budget detail form.*
- Upload other budget/financial attachments, as applicable.
- Upload additional application components, as applicable.
- Complete the required disclosures and assurances:
 - Disclosure of Lobbying Activities and submission of SF-LLL, if prompted by the system
 - Disclosure of Duplication in Cost Items
 - DOJ Certified Standard Assurances
 - Applicant Disclosure and Justification – DOJ High-Risk Grantees
- Complete the required DOJ Certification on Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies.

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

JustGrants Review, Certification, and Application Submission

- Address any validation errors displayed on screen after attempted submission, then return to the “Certify and Submit” screen to submit the application.
- Note the confirmation message at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

- If you do not receive an application submission confirmation email or validation from JustGrants, or if you receive an error notification, please contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. See the [Application Resource Guide](#) for additional information.