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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS), is pleased to announce that it is seeking applications for funding to design and conduct a data collection to conduct a feasibility study of criminal victimization of persons with disabilities who live in group quarters settings, such as assisted living, skilled nursing homes, or domestic violence shelters. As the principal statistical agency within the Department, BJS is responsible for the collection, analysis, publication and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This program furthers the Department's mission by addressing known biases in current estimates of criminal victimization against persons with disabilities because many reside in settings that fall beyond the scope of the National Crime Victimization Survey's household frame. The project will develop methods to measure and collect data on the magnitude of criminal victimization against persons with disabilities in group quarters settings. The study will further the Department's capacity to develop strategies to address the safety and justice needs of crime victims with developmental disabilities.

## **Criminal Victimization of Persons with Disabilities Residing in Group Quarters**

### **Eligibility**

Eligible applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortia with demonstrated organizational and community-based experience working with American Indian and Alaska Native communities, including tribal for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal consortia. However, consistent with OJP fiscal requirements, for-profit organizations are not allowed to make a profit as a result of this award, or to charge a management fee for the performance of this award.

BJS may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations in future years.

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 18.) All applications are due by 11:59 p.m. eastern time on June 25, 2012. (See "Deadlines: Registration and Application," page 4.)

## Contact Information

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

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

For assistance with any other requirements of this solicitation, contact Erika Harrell, BJS Statistician, by telephone at 202-307-0765 or by e-mail at [askbjs@usdoj.gov](mailto:askbjs@usdoj.gov). Include "CVPDRGQ" in the subject line.

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# **Criminal Victimization of Persons with Disabilities Residing in Group Quarters (CFDA # 16.734)**

## **Overview**

The Bureau of Justice Statistics (BJS) is seeking applications to design, develop, and test data collection procedures for self-report data on criminal victimization of persons with disabilities residing in group quarters living arrangements, including assisted living settings and institutional settings, such as skilled nursing facilities. The focus of the work under this solicitation is to conduct a feasibility study to assess coverage and other reporting errors in the National Crime Victimization Survey (NCVS) estimates of victimization of persons with disabilities residing in group quarters settings and to assess various collection strategies in these different types of housing arrangements.

Applicants for funding under this announcement should provide a synopsis of their background in the field that documents their expertise with the issues, demonstrates that their firm has the infrastructure necessary to complete a large scale pilot test, and describes the administrative capabilities necessary to undertake a project of this scope. The authority for BJS to issue this solicitation is the Omnibus Crime Control and Safe Streets Act of 1968, Section 302, as amended.

## **Deadlines: Registration and Application**

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. The deadline to apply for funding under this announcement is 11:59 eastern time on June 25, 2012. See the “How to Apply” section on page 18 for details.

## **Eligibility**

Refer to the title page for eligibility under this program.

## **Project-Specific Information**

BJS invites candidates to apply for funding to undertake methodological research and data collection to study criminal victimization of persons with disabilities residing in different types of group quarters living arrangements—including assisted living communities, skilled nursing homes, and domestic violence shelters, among others—for the purpose of enhancing the capacity of NCVS. To accomplish these aims, the methodological work would focus on describing and developing approaches to field the NCVS instrument to persons with a wide range of disabilities who live in these settings. The project will provide a comprehensive discussion of the advantages and disadvantages to various sample selection options, data collection modes, instrument development, ethical concerns, and victimization prevalence and incidence estimation procedures. Based on this assessment, a pilot study will test the feasibility of these various strategies in select group quarters settings. The final product will include

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recommendations for a set of procedures and instrumentation for estimating the criminal victimization of persons in the identified group quarters settings that compare victimization rates between persons with disabilities and those without disabilities for BJS to consider for future data collection options.

## **Background and justification**

The NCVS is the nation's primary source of information on criminal victimization. Each year, data are obtained from a nationally representative sample of about 80,000 households comprising nearly 150,000 persons on the frequency, characteristics, and consequences of criminal victimization in the United States. The survey enables BJS to generate estimates on the incidence and prevalence of victimization by rape, sexual assault, robbery, assault, theft, household burglary, and motor vehicle theft for the population as a whole as well as for specific genders and ages and various racial, ethnic, and geographic population subgroups. The NCVS provides the largest national forum for victims to describe the impact of crime and characteristics of violent offenders. For additional information about the NCVS, see: [www.bjs.gov](http://www.bjs.gov).

The Crime Victims with Disabilities Awareness Act of 1998 (Public Law 105-301) was designed "to increase public awareness of the plight of crime victims with developmental disabilities, to collect data to measure the magnitude of the problem, and to develop strategies to address the safety and justice needs of victims of crime with developmental disabilities." Section 5 of the Act directed the Department of Justice to include statistics relating to "the nature of crimes against people with developmental disabilities; and the specific characteristics of the victims of those crimes" in the NCVS. In response, BJS began collecting information on the disability status of crime victims in the NCVS. The survey measures disability status by whether the crime victim had a sensory, physical, mental, or emotional condition lasting 6 months or longer that made it difficult for the person to perform activities of daily living. The NCVS currently measures six types of disability in crime victims which are the same as the disability types measured in the American Community Survey ([www.census.gov/acs/www/](http://www.census.gov/acs/www/)): hearing, vision, ambulatory, cognitive, self-care, and independent living.

In 2009, BJS released its first national study on crime against persons with disabilities: *Crime Against People with Disabilities, 2007* (NCJ 227814). A second report was released in 2010, *Crime Against People with Disabilities, 2008* (NCJ 231328). A series of statistical data tables were released in 2011 *Crime Against Persons with Disabilities, 2008-2010 Statistical Tables* (NCJ 235777). These three publications are accessible on the BJS website: [www.bjs.gov](http://www.bjs.gov)

To facilitate the comparison of victimizations of persons with and without disabilities, the study generated age-adjusted rates for persons with disabilities, who typically are older than persons without disabilities. In 2010, the age-adjusted violent victimization rate for persons with disabilities (28 violent victimizations per 1,000) was almost twice the rate observed among persons without disabilities (15 violent victimizations per 1,000) based on NCVS data.

Even with such disparities, the NCVS estimates of crime against persons with disabilities suffer from coverage error and potential bias. Currently the NCVS estimates are based on data gathered from the noninstitutionalized resident population living throughout the United States, including persons living in certain types of group quarters, such as dormitories, rooming houses, and religious group dwellings. Other types of group quarters are not directly identifiable on the NCVS, such as assisted living communities. The NCVS excludes persons living in other types of

group quarters such as military barracks, homeless shelters, adult correctional facilities, nursing facilities, or patient hospice facilities. Because persons in these facilities would not be covered in the survey, estimates of violence against these persons (with or without a disability) are not calculated. According to the American Community Survey (ACS) in 2010, of the nearly 4 million persons in the United States living in institutionalized group quarters, about 53% had a disability. The ACS definition of institutionalized group quarters includes correctional institutions, juvenile detention facilities, nursing homes, and other long-term care facilities. In 2010, the ACS reported that, of the 1.5 million persons living in nursing facilities and skilled nursing facilities, about 96% were persons with disabilities.

Other government surveys have shown that there is a significant portion of persons residing in nursing homes and residential care facilities with disabilities. In 2004, the National Center for Health Statistics conducted the National Nursing Home Survey (NNHS) ([www.cdc.gov/nchs/nnhs.htm](http://www.cdc.gov/nchs/nnhs.htm)), a sample of 1,500 nursing home facilities drawn from two sources: (1) the Centers for Medicare and Medicaid Services Provider of Services file of U.S. nursing homes, and (2) State licensing lists compiled by a private organization. These two files represent approximately 17,000 nursing homes. Within this initial sample of responding facilities, 14,017 residents, facility administrators and staff were interviewed and administrative records were consulted during the data collection. The NNHS found that the majority (98%) of all nursing home residents received assistance with activities of daily living (ADLs). The NNHS defined ADLs as bathing, dressing, toileting, transferring and eating.<sup>1</sup>

In 2010, the NCHS also conducted the National Survey on Residential Care Facilities (NSRCF) ([www.cdc.gov/nchs/nsrcf.htm](http://www.cdc.gov/nchs/nsrcf.htm)), the first national probability sample survey of U.S. residential care providers, their staffs and services, and the people they serve representing about 39,635 facilities nationwide. The sampling frame was constructed from lists of licensed residential care facilities acquired from the licensing agencies in each of the 50 states and the District of Columbia. In 2010, about 2,300 facilities and 8,094 residents were sampled. Interviews were also conducted with facility administrators and staff and administrative records were consulted. The 2010 NSRCF found that almost 4 in 10 residents received assistance with three or more ADLs. The 2010 NSRCF defined ADLs as bathing, dressing, toileting, transferring and eating.<sup>2</sup>

Assisted living facilities may also house significant numbers of persons with disabilities that are not explicitly identified in the NCVS or are excluded from the NCVS sample. According to the National Center for Assisted Living (NCAL) and other agencies devoted to housing, in 2009, on average, residents in assisted living facilities needed help with 1.6 activities of daily living (ADL) ([www.ahcancal.org/ncal/resources/Pages/ResidentProfile.aspx](http://www.ahcancal.org/ncal/resources/Pages/ResidentProfile.aspx)).<sup>3</sup> Other types of group quarters that provide temporary shelter and that are excluded from the NCVS may also house significant numbers of persons with disabilities. During a 1-day census of domestic violence programs nationwide, completed in 2011, 75% of the domestic violence programs surveyed

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<sup>1</sup> Jones AL, Dwyer LL, Bercovitz AR, Strahan GW. The National Nursing Home Survey: 2004 overview. National Center for Health Statistics. Vital Health Stat 13(167). 2009.

<sup>2</sup> Caffrey C, Sengupta M, Park-Lee E, et al. Residents living in residential care facilities: United States, 2010. NCHS data brief, no 91. Hyattsville, MD: National Center for Health Statistics. 2012.

<sup>3</sup> American Association of Homes and Services for the Aging, American Seniors Housing Association, Assisted Living Federation of America, National Center for Assisted Living, and National Investment Center for the Seniors Housing & Care Industry, *2009 Overview of Assisted Living* (2009).

provided advocacy services with regards to disability issues according to the National Network to End Domestic Violence ([nnedv.org/resources/census/2011-report.html](http://nnedv.org/resources/census/2011-report.html)).<sup>4</sup>

In addition certain aspects of the NCVS design may also contribute to an underestimation of violence against persons with disabilities. For example, the survey instruments, modes of interview, and interviewing protocols used in the NCVS may not be suited for interviewing people with cognitive impairment or those with difficulty communicating, especially by telephone. Currently, about 55% of the interviews conducted for the NCVS are by telephone. People with disabilities that limit verbal communication may need special instruments to enhance their ability to communicate; many people do not have access to such technology.

Another factor that may lead to an underestimate of violence against persons with disabilities is interviewing by proxy. NCVS requires direct interviews with eligible respondents but allows the use of proxy interviews with a caregiver or other eligible party if a respondent is physically or mentally incapable of responding. The survey restrictions on proxy interviews were instituted because someone else may not know about the victimization experiences of the respondent, and because the person providing the information by proxy may be the perpetrator of the abuse or violence experienced by the respondent. For more information see [www.bjs.gov/content/pub/pdf/manual08.pdf](http://www.bjs.gov/content/pub/pdf/manual08.pdf). Since proxy respondents may be more likely to omit crime incidents or may not know some details about reported crime incidents, the number or types of crime against persons with disabilities may be underestimated. In 2010, about 7% of data on violent crime incidents against persons with disabilities were obtained from proxy interviews. In addition, in 2010, about 75% of violent incidents against persons with disabilities reported during proxy interviews were described as simple assault. About 48% of violent incidents against persons with disabilities were described as simple assault in nonproxy interviews.

As a result of these coverage and survey administration issues, the full scope of criminal victimization against persons with disabilities is not fully realized by relying solely on NCVS estimates. Therefore, it is necessary to use other means for accessing crime victims with disabilities that fall outside of the scope of the NCVS.

### **Goals for current project**

The goals of the current project are to develop, design, and implement a feasibility study that examines and assesses the survey design, mode of administration, costs, and related issues associated with producing national estimates on the prevalence and incidence rates of violent victimization against persons with disabilities living in selected group quarters settings. The project aims to gather information that can be used ultimately to design approaches for national collection strategies through the current pilot study. The project will consider the impact of sampling, collection mode, use of proxies, and instrument design and burden in the development of the NCVS protocol for collecting information from this population.

1. Develop efficient and effective strategies for collecting reliable and valid criminal victimization information from persons with disabilities living in selected group quarters settings.

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<sup>4</sup> National Network to End Domestic Violence, *Domestic Violence Counts 2011: A 24-hour Census of Domestic Violence Shelters and Services* (2012).

2. Describe and evaluate the challenges associated with collecting information about victimization from persons with disabilities residing in these settings, including, but not limited to costs, access, cooperation, and data quality.
3. Make recommendations for integrating the proposed data collection of persons living in group quarters within the current NCVS system.

### **Statement of Work and Deliverables**

This statement of work provides details on the scope of the work necessary for the potential recipient to prepare, design, and field a feasibility study on the victimization of persons with disabilities in group quarters settings. For the purpose of this statement of work, BJS' primary interest lies in several types of group quarters settings:

- Domestic violence shelters, including those affiliated with a state domestic violence coalition as defined by the Family Violence Prevention and Services Act, which is part of the Child Abuse Prevention and Treatment Reauthorization Act of 2010 (Public Law 111-320).
- Assisted living communities that are designed to provide residents assistance with basic activities of daily living.
- Nursing and skilled nursing facilities as defined by the American Community Survey, otherwise known as "nursing homes."
- Other health care facilities, including those operated by the Veterans Administration.

Excluded from the scope of this study are correctional institutions and military facilities and group quarters settings inside the scope of the NCVS.

While this definition refers to several types of settings as locations of possible study, the recipient will conduct research that will determine the actual types of group quarters for the pilot study. The pilot study may include one or more of the four group quarters types. BJS will make the final decision about the group quarters settings in which the research is to be conducted, based on recommendations from the recipient of funds.

This statement outlines tasks for a 3-year project. Some tasks will be determined during the course of this work and based on the actual funding available. Pending funding, the initial award will cover the design, development, and testing phases of the project. Subsequent awards will cover data collection activities. Project design should take into consideration this type of funding stream.

In the application submitted in response to this solicitation, the applicant should briefly describe how they would accomplish each task and estimate the costs associated with each task. This should include 1) description of the specific strategies or approaches that would be part of their work to complete the task, 2) description of their capabilities and demonstration of their expertise that will enable them to successfully complete the tasks, and 3) cost estimates for performing the work. The application should provide sufficient information that communicates applicant's knowledge of the challenges and complexities associated with the data collection approach.



**Note:** Because the protection of human subjects is a critical issue for OJP and this project potentially will involve human subjects, applicants should explain the step they will take to ensure that Internal Review Board review and approval is obtained before any OJP-funded research or data collection regarding human subjects commences.

## **A. Project Management, Sample Design, Rationale and Data Collection Methodology**

### **Task 1: Project management**

- a. Project timeline:** Within 3 weeks of the award start date, the recipient 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.
- b. Meetings:** The applicant will conduct meetings with specific organizations to inform project planning, development, and management. These meetings include, but are not limited to—
  - i. Kick-off meeting at BJS to discuss plans and schedule activities for the project period.
  - ii. Conference calls to discuss project progress and status, conducted every two weeks.
  - iii. BJS-scheduled stakeholder meetings as directed; these partners include other federal agencies, academics, and state and local organizations. Recipients should be prepared to assist BJS and participate in meetings on this project.
  - iv. Working group meeting(s) mentioned in Task 2a below.
  - v. Wrap-up meeting to present project results, findings, and recommendations to BJS and other federal partners.
- c. Status Reports:**
  - i. Provide monthly, written reports that update the status on areas such as tasks and expenditures.
  - ii. During data collection, provide weekly reports on the status of sample collection and paradata, such as number of interviews worked per period, response rates, field costs, etc. (This list is not all inclusive)

*Task 1 deliverables:* A written timeline for the entire project (all tasks) with the design and testing tasks more fully specified. Progress reports will be due within 10 business days after the end of each month.

### **Task 2: Methodological Development**

In this task, the funding recipient will work with BJS to develop cost-effective, statistically efficient sample designs and data collection strategies to use in studying victimization of persons with disabilities living in the group quarters settings identified. In developing these sample designs and data collection strategies, the recipient will consult with a working group of experts and working with BJS to help facilitate selection of the location(s) for the pilot study.

- a. Working group:** The funding recipient will convene a working group to discuss views about the locus of the study, the challenges associated with measuring disability status,

appropriate instrument design and mode in domestic violence shelters, assisted living facilities, nursing homes, and other health care facilities. The criteria for selecting members of the working group will be set forth during Task 1 by BJS. All persons selected for the working group must be approved by BJS before convening to discuss the project. The working group will meet with BJS and the recipient to discuss possibilities about the locus of the study and all challenges associated with this study. There might be more than one meeting of the working group.

- b. Universe Description:** The funding recipient will provide an understanding and description of the universe of persons with disabilities living in domestic violence shelters, assisted living facilities, nursing homes, and other health care facilities. The purpose of understanding the universe is to guide decisions for conducting a pilot study in one or more of the group quarters settings. This task should provide the recipient with sufficient rationale to make recommendations to BJS about the sample frame(s) to use during the fielding of the pilot study.

As part of this work, the funding recipient should determine NCVS coverage of persons in assisted living arrangements. This may involve working with the U.S. Census Bureau, the National Center for Health Statistics and the Centers for Disease Control and Prevention (CDC) to develop an understanding of their approach to identifying and surveying people in group quarters settings, and it should result in recommendations to BJS about possible ways to improve the identification of persons in assisted living in the ongoing NCVS.

- c. Data Collection Methodology:** The funding recipient will design data collection procedures for interviewing persons with disabilities in the group quarters settings identified in this solicitation. The recipient will develop data collection procedures that take into account costs associated with interviewing in each setting, coverage gains from each setting, and challenges associated with gaining entry. The recipient will consider data collection mode, instrument design, and interview protocol. The recipient must describe the conditions for proxy interviews, concerns about interview privacy, and ethical obligations for reporting criminal events to the proper authorities. The recipient must consider that a large number of respondents may suffer from severe disabilities that may necessitate the use of more costly data collection procedures. Also, the field operations for each methodology presented should develop non-response follow-up techniques and adjustment strategies for both the institution and person level.

In addition, for each type of living arrangement, the recipient will provide recommendations to BJS about access to, and use of, administrative records as an alternative or augmentation to the respondent interview. The recipient will determine the availability, scope, and reliability of administrative records for statistical purposes. The recipient will make recommendations to BJS as to which data collection methodologies are most feasible for the pilot study

- d. Questionnaire Development:** The funding recipient will develop and cognitively test a questionnaire to be used in the study, after obtaining approval from BJS. In generating this questionnaire, the recipient will pay attention to the fact that most of the respondents may have severe disabilities that will make it difficult to complete a questionnaire. The recipient must construct the questionnaire so that it can be administered to persons with various disabilities. In preparing the survey questionnaire, the recipient will review

existing instruments that collect data on persons with disabilities such as the National Crime Victimization Survey (NCVS), the National Health Interview Survey (NHIS), the American Community Survey (ACS), and the Survey of Income and Program Participation (SIPP) in order to develop definitions and measures that are comparable to other national surveys. In developing the instrument, BJS expects that the recipient will consult with federal agencies that have experience interviewing persons with disabilities, for example, the National Center for Health Statistics and the National Institute of Mental Health, National Institute on Aging, the Office of Victims of Crime, and the National Institute on Disability and Rehabilitation Research to develop instruments for respondents in the survey with cognitive impairments.

The recipient will use the NCVS basic screening questions (NCVS-1) and victimization incident report (NCVS-2) as a basis for this questionnaire. The recipient will conduct sufficient cognitive and technical testing to guarantee that the questionnaire(s) will perform properly when in use. The questionnaire(s) must be developed in English and Spanish. The final questionnaire(s) will be approved by BJS prior to administration.

*Task 2 deliverables:* A written list of members of the working group and curricula vitae for working group members. A written description of the universe of persons with disabilities living in group quarters and a detailed discussion of sample designs and data collection modes for studying victimization of persons with disabilities living in domestic violence shelters, assisted living facilities, nursing homes, and other health care facilities. The report includes descriptions of sample frames, power analyses, data methodologies (including the use of administrative records), objectives, expected outcomes, and cost estimates for each option for each group quarters type. English and Spanish versions of questionnaire(s) to be used for a pilot study and written results from cognitive testing of the questionnaire(s).

**Note:** If at the end of these tasks, BJS determines that the project is not financially feasible or that the deliverables are insufficient, the recipient will complete Task 12 and no other tasks.

## **Survey Pilot Study Implementation (contingent on funding)**

### **Task 3: Selection of Final Sample Design and Data Collection Methodology**

Based on the recipient's recommendations, BJS will select the optimal sample design(s) and data collection methodology (ies) for collecting data for the pilot study. The result of task 2 will determine which of the four group quarters settings (domestic violence shelters, assisted living facilities, nursing homes, and other health care facilities) will be included in the pilot study, based on feasible sample designs and data collection methodology. One or more types of group quarters may be included in the pilot study.

*Task 3 deliverables-* A written detailed report of the final group quarters type(s) selected for use in the pilot study and final sample selection(s) for the study. This report will provide justification for the selection of group quarters type(s) used for the pilot study. This sampling report will provide sample size(s) and response rate(s) needed to achieve the desired level of precision, and any proposed sample weighting plan.

#### **Task 4: Selection of Final Sample for Pilot Study**

On approval by BJS, the recipient will draw the sample(s) for data collection based on the design(s) finalized in Task 3.

*Task 4 deliverables:* A written description of the selected sample(s).

#### **Task 5: Survey Operations**

The recipient will develop each of the following, working in conjunction with BJS:

##### **a. Survey protocols**

- i. Survey definitions regarding the outcomes of the interviewing process— partial, completed, hard refusal, ineligible;
- ii. Quality control procedures for data collection and interviewing;
- iii. Interviewer materials (training and field manuals, data collection procedures);
- iv. FAQs for respondents, which includes information on confidentiality, how the data will and will not be used, voluntary status of survey, definitions of terms, general sample information, etc.

- b. Mode development (Computer Assisted Interviewing (CAI)):** The recipient will develop and test Computer Assisted Interviewing (CAI) and case management systems. These systems include the capability to collect para-data such as contact history, timestamps, interviewer IDs, interview processing, and other paradata as required by BJS. The recipient will develop a CAI program based on the decided mode(s), fully test the instrument, and conduct a feasibility study prior to data collection.

The CAI instrument must have the capacity to:

- Gather relevant data on multiple victimizations per person.
- Easily add or replace a question or set of questions.
- Generate reports to update BJS on the feedback, paradata, and other information.

The funding recipient will develop a set of CAI programming and case management procedures for BJS approval. BJS requires that the CAI instrument be fully tested by a combination of the recipient's professional staff, and interviewing professionals and by the BJS project team. At the conclusion of CAI testing and development, the recipient must submit a workability report to BJS.

- c. Documents for OMB project approval:** The recipient will prepare and provide to BJS draft materials for OMB clearance for the project. These include the 30- and 60-day notices, form 83i, supporting statement, justification memorandum, and copies of all survey documents, including but not limited to the questionnaires, all follow-up documents, and CATI scripts.

*Task 5 deliverables:* A written report of survey protocols; FAQs for respondents and documents for OMB project approval; operational CAI instrument(s) with the following capabilities: victimization screener, incident report questionnaire, collection of paradata, performing selected data checks and edits, accurate skip patterns; CAI workability report.

## **Data Collection and Post Data Collection Activities (contingent on funding)**

### **Task 6: Data processing procedures**

The recipient will develop the proposed data edits, data conversion, non-response adjustment procedures and data documentation for review by BJS. Data edits and processing should follow closely the procedures used in the current NCVS data collection to ensure comparability in this task.

The recipient will also develop and document data processing and editing procedures for—

- Data cleaning, skip pattern, consistency, and out-of-range checks
- Data conversion
- Non-response adjustment procedures
- Preliminary data file and codebook documentation

*Task 6 deliverables:* Written documentation for data processing procedures.

### **Task 7: Interviewer selection and training**

The recipient will hire and train an adequate number of interviewers (including Spanish-speaking interviewers) to conduct and complete interviews using procedures developed in Task 5.

*Task 7 deliverables:* Confirmation and description of interviewers and completed training documentation.

### **Task 8: Data collection**

Using the survey instrument(s) approved by BJS in Tasks 2 and 5, the recipient will interview persons in the sample. Throughout the data collection period, the recipient must provide the BJS project team with field progress reports. In addition to reporting on the para-data and progress of the survey, the field progress reports will highlight any identified problems with the data collection activities and recommend remedial actions. The recipient will work with BJS to determine the exact frequency, content, and format of the report.

*Task 8 deliverables:* Field progress reports of any problems with data collection activities and corresponding remedial action, a written report of findings from the interviews including unweighted counts, based on the data.

### **Task 9: Process data**

The recipient will implement the post collection data processing procedures developed in Task 6. Any data issues must be reported to BJS for resolution.

*Task 9 deliverables:* A written report of data anomalies and a preliminary data file in a format such as SPSS, SAS format, or ASCII, as determined by BJS.

## **Task 10: Final Data File and Codebook Documentation**

The recipient will produce a final data file and codebook documentation following specifications used by the National Archive of Criminal Justice Data and standards issued by the Inter-University Consortium for Political and Social Research (ICPSR).

The recipient will also include supporting documentation. Supporting documentation includes, but is not limited to, a comprehensive codebook detailing variable positions; variable and value labels, the survey questionnaire and survey background information; procedures for data verification; any recoding implemented during the data cleaning process; and copies of all programs used to generate data or published statistics. The recipient will continue to coordinate these efforts with NACJD to ensure the final data and documentation adhere to ICPSR standards.

*Task 10 deliverables:* Final cleaned electronic versions of all datasets in both SPSS and SAS formats and supporting documentation.

## **Task 11: Analysis**

The recipient will, based on the pilot study, determine whether estimates can be used with the larger NCVS core estimates. Given the potential for mode effects, measurement error, nonresponse bias, and other source of nonsampling error, the recipient will produce recommendations on how to use the information for producing national estimates of victimization of persons with disabilities in group quarters settings. The recommendations may vary with the type group quarters setting.

The final content of the report will be determined by BJS, based on the recipient's recommendations about key issues to address. The report should exploit the utility of the data collected under this project.

*Task 11 deliverables:* A report detailing recommendations for generating national estimates of victimization of persons with disabilities in group quarters settings.

## **Task 12: Project summary and recommendations**

The recipient will produce a final report summarizing all of the completed tasks and giving recommendations for future research in the area of victimization of persons with disabilities in group quarters settings. Specifically, the report must—

1. Outline and summarize previous significant research on criminal victimization of persons with disabilities, focusing on persons living in group quarters settings.
2. Describe options for sample design and data collection methodology procedures that BJS can use to study criminal victimization of persons with disabilities living in various types of housing arrangements.
3. Recommendations for future research in the area of criminal victimization of institutionalized persons with disabilities.

If the project continues through data collection and analysis, the final report must also:

4. Describe in detail the procedures and findings of the pilot study-describe projected and actual costs, logistics, sampling design, sample size, potential coverage error, response rates, and all issues with data collection and processing.
5. Outline all findings from the pilot study.

*Task 12 deliverables:* Preliminary and final drafts of the project summary and recommendations. The final report, with BJS approval, will address all revisions requested by BJS.

**Note:** Depending on funding availability, Task 12 may be completed at the end of the Task 2.

## **Amount and Length of Awards**

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law. Funding will be pursuant to a cooperative agreement between BJS and the recipient.

BJS anticipates making one award for this solicitation. The project period will run for 36 months, contingent on funding and the performance of the recipient of funds.

The amount of the initial award is \$500,000 for 12 months. This is expected to cover, at a minimum, the first two project tasks. The overall funding for all project tasks currently is not expected to exceed \$1.5 million (including the initial award), but the total project funding is also contingent on sample designs and expected data collection costs. BJS expects the recipient of funds to design data collection options within these funding constraints. Funding for the remainder of the project (beyond the initial project period) will be allocated by two separate supplemental awards, one in FY 2013 and one in FY 2014. These awards are contingent on funding. Project planning should take into consideration the potential funding cycles.

## **Budget Information**

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

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

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

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

### **Minimization of Conference Costs**

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

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

### **Costs Associated with Language Assistance (if applicable)**

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)).

### **Match Requirement**

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

### **Performance Measures**

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



Objective	Performance Measure(s)	Data Recipient Provides
To develop, design and implement a pilot study of the prevalence and incidence of violent victimization of persons with disabilities living in group quarters settings.	Provide deliverable that meet expectations.	<p>A written report describing a detailed sample design(s) and data collection methodology (ies) for a pilot study of the victimization of persons with disabilities living in group quarters settings.</p> <p>A written report of final sampling design and data collection methodology used.</p>
	Response rates for individuals.	<p>Weighted and unweighted number of individuals that were contacted.</p> <p>Weighted and unweighted number of individuals that responded.</p>
	Percent of questionnaire records that are complete and accurate.	<p>Number of items in questionnaire.</p> <p>Number of completed items in questionnaire.</p> <p>Weighted and unweighted item response rates.</p>
	Percentage of correctly identified and coded crimes.	Number of correctly identified victimizations in dataset.
	<p>Percent of project expenditures that remained within approved limits.</p> <p>Percent of project milestones and deadlines met.</p>	<p>Demonstration that project deadlines and milestones were met.</p> <p>Demonstration that pilot study costs remained within approved limits.</p> <p>Demonstration that pilot data collection resulted in high quality data with minimal missing data or inconsistent data.</p>

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 20 for additional information.

**Note on Project Evaluations**

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalize knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project

evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements likely do not constitute "research." Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, "systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge" 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the "Research and the Protection of Human Subjects" section of the OJP "Other Requirements for OJP Applications" Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the "Confidentiality" section on that Web page.

## Notice of Post-Award FFATA Reporting Requirement

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

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

## How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a "one-stop storefront" that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at [www.Grants.gov](http://www.Grants.gov). If the applicant experiences technical difficulties at any point during

this process, call the Grants.gov Customer Support Hotline at **800-518-4726**, or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for

federal funds include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.

2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.734, titled "Special data Collections and Statistical Studies," and the funding opportunity number is **BJS-2012-3334**.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24-48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72**

**hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

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

**Note: Duplicate Applications**

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

**Experiencing Unforeseen Grants.gov Technical Issues**

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

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

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

**What an Application Should Include**

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

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

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

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

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

**2. Project Narrative**

The project narrative should describe activities discussed in the Statement of Work and address each task, deliverable, and the application evaluation criteria. The project narrative should contain a detailed time line for project activities, a description of the survey methodology (ies) to be used, data collection method(s), data entry, and data documentation procedures.

If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions. The project narrative should be double-spaced with 12-point standard font and 1" standard margins. The program narrative should be no longer than 30 pages.

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

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

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

**3. Budget Detail Worksheet and Budget Narrative**

**a. Budget Detail Worksheet**

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

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

**b. Budget Narrative**

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

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

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

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

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

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

funding, use of and access to funds will be contingent on receipt of the fully-executed tribal resolution or other, comparable legal documentation.

**6. Additional Attachments**

Resumes/curricula vitae of Key project personnel (not to exceed 4 pages each).

**7. Other Standard Forms**

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

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

## Selection Criteria

The applicant will be evaluated on the basis of the following five criteria. The criteria and their weights (in parentheses) are:

**1. Statement of the Problem (15%)**

Each application will be evaluated according to the extent to which it clearly and concisely addresses the substantive issues giving rise to this solicitation and demonstrates a thorough understanding of the challenges associated with collecting data on criminal victimization against persons with disabilities living in institutional and other group quarter settings. The evaluation will assess the extent to which it identifies key issues that need to be addressed to complete this project and acknowledges the implications of trade-offs between costs and data quality.

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

The application will be evaluated on demonstrated ability to complete the Statement of Work and how clearly it documents evidence of research expertise and experience in sample design, objective data gathering, data entry and verification, project documentation, and the production of data files. The applicant should demonstrate the availability of an adequate computing environment— including electronic survey systems (e.g., CATI) — and knowledge of standard social science methodology and data processing.

### **3. Capabilities/Competencies (30%)**

Applications will be assessed to determine how well they demonstrate the following:

- Staff expertise and corporate capabilities in applied survey research with difficult-to-survey populations and with sensitive subject matter
- The degree of experience with all facets of survey design; interview techniques, including interviewing persons with various types of disabilities; research involving administrative records and institutional settings; data collection; data entry; and verification
- Knowledge of, and more than passing familiarity with, BJS findings in the subject matter, including BJS methodological studies and NCVS redesign studies
- Knowledge and expertise with data collection issues including respondent burden, recall periods, series and repeat victimizations, particularly as they relate to the collection of personal or sensitive data
- Experience researching and comparing existing designs and developing new designs for complex surveys
- Experience achieving proposed response rates with various survey modes, including in-person interviewing and studying administrative records
- Experience conducting complex data analysis, estimation, and modeling, including variance estimation, survey weighting, and non-response adjustments
- Experience designing, implementing, and preparing estimates from administrative records and in-person interviews
- Experience creating processed data sets and producing documentation such as codebooks, summary reports, and the other reports described in the tasks.

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

Applications will be assessed for the extent to which the proposed approach and methods will achieve the performance goals for this project to create an optimal methodology for surveying persons with disabilities residing in institutional settings. Applicants will also be assessed on their demonstrated ability to develop methodologies for developing estimates that can be generalized to a wider institutionalized population as described in the statement of work.

### **5. Budget complete; reasonable and allowable; cost effective; and necessary for project activities (20%)**

The budget will be assessed for reasonableness and justification of the proposed budget across phases, tasks, and deliverables, and demonstrated fiscal, management, staff, and organizational capacity to provide sound management for this project. The applicant should include detailed staff resources and other costs, broken down by project tasks.

## **Review Process**

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



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

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

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

## **Additional Requirements**

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

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

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

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

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

## Application Checklist

# Criminal Victimization of Persons with Disabilities Residing in Group Quarters

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

**Eligibility Requirement:** Eligible applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortia with demonstrated organizational and community-based experience working with American Indian and Alaska Native communities, including tribal for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal consortia. However, consistent with OJP fiscal requirements, for-profit organizations are not allowed to make a profit as a result of this award, or to charge a management fee for the performance of this award.

\_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$500,000.

### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 21)
- \_\_\_\_\_ Program Narrative (see page 21)
  - \_\_\_\_\_ Double-spaced
  - \_\_\_\_\_ 12-point standard font
  - \_\_\_\_\_ 1" standard margins
  - \_\_\_\_\_ Narrative is 30 pages or less
  
- \_\_\_\_\_ Budget Detail Worksheet (see page 21)
- \_\_\_\_\_ Budget Narrative (see page 22)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 19)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 22)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 22)
- \_\_\_\_\_ Additional Attachments (see page 23)
  - \_\_\_\_\_ Resumes/Curricula vitae of Key Project Personnel  
(not to exceed 4 pages each)
  
- \_\_\_\_\_ Other Standard Forms as applicable (see page 23), including:
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)