

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



FY 2023 Access to Justice Design and Testing Program

Assistance Listing Number # 16.734

Grants.gov Opportunity Number: O-BJS-2023-171795

Solicitation Release Date: June 22, 2023

Step 1: Application Grants.gov Deadline: August 22, 2023 8:59 PM ET

Step 2: Application JustGrants Deadline: August 29, 2023 8:59 PM ET

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) seeks applications for funding in fiscal year (FY) 2023 to conduct research and testing activities related to the development of new data collections that will measure persons' access to justice for their civil legal needs. This program furthers the DOJ's mission by expanding statistical infrastructure around justice system accessibility.

This solicitation incorporates guidance provided in the [OJP Grant Application Resource Guide](#) which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

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

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

Contact Information

For assistance with the requirements of this solicitation, contact Heather Brotsos, Chief, Victimization Statistics, at 202-307-0765 or at AskBJS@usdoj.gov with "FY2023AJDTP" in the subject line.

Pre-application Information Session

BJs will hold a solicitation webinar on July 14, 2023, at 1:00 PM ET. This call will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. Preregistration is required for all participants. Register by clicking this link and following instructions:

<https://ojpmeetings.webex.com/weblink/register/r0c9b0f0c5a81c20e1a1885ac37c3bd88>

To use the time most efficiently, BJs encourages participants to review the solicitation and submit any questions they may have in advance and no later than July 7, 2023. Submit your questions to AskBJS@usdoj.gov with "Questions for FY2023AJDTP Webinar" in the subject line.

Submission Information

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: The applicant must submit by the Grants.gov deadline the required **Application for Federal Assistance standard form (SF-424)** and a **Disclosure of Lobbying Activities (SF-LLL)** form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and a SF-LLL in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov Customer Support, or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

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

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

OJP encourages applicants to review the “[How To Apply](#)” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

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Program Description

Overview

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

With this FY 2023 solicitation for the Access to Justice Design and Testing Program (AJDTP), BJS seeks support to conduct research and testing activities related to the development of new data collections that will measure persons' access to justice for their civil legal needs and research on additional data sources to define and measure key indicators of access to justice for civil legal needs. As the DOJ's principal federal statistical agency, BJS is responsible for the collection, analysis, publication, and dissemination of statistics on crime, those who commit crime, victims of crime, and the operations of criminal justice systems at all levels of government. Many crime victims and individuals who commit crimes face related civil legal issues both as a direct result of the offense or because of related circumstances. To fully understand the criminal-justice landscape, additional research is needed on the civil justice system. This research, however, must comply with section 818 of the Omnibus Crime Control and Safe Streets Act requirement that civil-justice research bear directly and substantially upon criminal justice matters. This project furthers the DOJ's mission by establishing support to collect data from households on access to justice for civil legal needs in an effort to better understand the nature and magnitude of the intersection between the civil justice system and criminal justice system.

Statutory Authority

34 U.S.C. § 10132

Specific Information

The AJDTP encompasses research and development across primary and secondary data sources to define and measure key indicators of access to justice for civil legal needs.

Goals, Objectives, and Deliverables

Goals

The goal of the AJDTP is to support BJS efforts to identify and fill gaps in its statistical coverage of access to justice for civil legal needs that will ultimately inform an understanding of the intersection between the criminal justice system and civil justice system. This will include an evaluation of strategies to both collect household-level data

and identifying and testing options to collect complementary civil justice data from courts or other relevant sources.

Objectives

An applicant should address all the objectives that are relevant to their proposed program/project in the Goals, Objectives, Deliverables and Timeline web-based form.

The primary objectives of the AJDTP are (a) developing and testing the Civil Legal Needs Survey (CLNS) and (b) identifying, developing, and testing other data collections related to access to justice for civil legal needs. Applicants are encouraged to propose innovative strategies for accomplishing this work. Proposals should demonstrate a clear understanding of the link between the civil justice system and criminal justice system, as well as an understanding of the need to develop evidence surrounding this nexus.

Deliverables

Task 1: Program management

- 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:** Applicants should plan for travel for several meetings, including—
 - i. a kickoff 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 awardee 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 awardee),

review of the project requirements, and channels of communication.

2. Within 1 week after the meeting date, the awardee 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 awardee shall refine and clarify the proposed work plan, including tasks, schedules, and deliverables.

ii. stakeholder meeting(s) as directed by BJS. These will involve meetings with experts and stakeholders that focus on research and development on access to justice for civil legal needs. Applicants should discuss the necessity of stakeholder meetings for Tasks 2 and 3 and budget for at least one in-person meeting under Task 2 and two in-person meetings under Task 3.

d. **Progress reports:** Award recipients will provide—

- i. semi-annual reports on the status of the award, deliverables, and expenditures uploaded into the OJP JustGrants System.
- ii. quarterly financial reports uploaded into the OJP Grants Management System.
- iii. monthly progress reports that update the status on areas such as tasks, timeline, and expenditures.
- iv. 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 of funds 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 of funds 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 | Bureau of Justice Statistics](#).

Required deliverables: (1) A written timeline for the entire program (all tasks) with the design and program tasks fully specified, (2) biweekly program meetings, (3) semi-annual reports as required by OJP, (4) quarterly financial reports as required by OJP, (5) progress reports due within 15 business days after the end of each month or at a time determined mutually between BJS and the successful applicant, (6) memos for key project decisions and changes and a memo log, and (7) a DMP due within 60 days of the award start date.

Task 2: Develop and test the CLNS

The primary objective of the CLNS is to develop and test a household-based survey assessing access to justice for civil legal needs and develop an evidence base around the intersection with the criminal justice system.

The primary tasks in this project are as follows:

- a. **Conduct a thorough review of the draft instrument and identify areas for enhancement and modification.** BJS has developed a draft CLNS instrument for household respondents. Upon award, BJS will provide the awardee a draft instrument in Microsoft Word format. The awardee will be required to review the instrument and propose areas for enhancement or modification prior to cognitive testing. The awardee will work with BJS to ensure the instrument captures priority data elements that align with project objectives. Within 5 months, the awardee will submit a draft instrument-assessment summary of findings and recommendations. Additionally, the awardee will finalize (i.e., develop or program) the electronic web-based questionnaire for collecting data. Applicants are encouraged to propose a plan for engaging external subject matter experts for input and review throughout the project.

- b. **Prepare generic OMB clearance package(s) and IRB protocols.** The awardee will collaborate with BJS to draft generic OMB package(s) that will cover the cognitive testing and usability testing. If required, the awardee will also draft IRB protocols to cover all research and administration of the collection.
- c. **Conduct cognitive testing and usability testing of the instrument to assess respondent understanding and comprehension.** The awardee will draft the cognitive-testing administration materials (including a testing protocol and script, all related communication, and the CLNS instrument). Once a revised instrument has been developed, the instrument will go through two rounds of cognitive testing. Cognitive testing during round one can be conducted either in-person or through virtual interviews. Round two will provide an opportunity to test any revisions made to the instrument based on initial findings from cognitive testing in round one. BJS anticipates testing to be completed with approximately 25 to 30 respondents per round. Once the instrument is finalized and formatted for administration, the awardee will conduct a small usability test (with 10 to 15 respondents) to ensure the online instrument functions as intended and is clear to respondents. Once testing is complete, the awardee will prepare a summary report on the findings, recommended revisions to the instrument, and produce a final version of the instrument.
- d. **Develop a sampling plan for a web-based pilot test.** BJS plans to use an address-based sample (ABS) that covers individuals ages 18 or older in the U.S. residential population. The sample will be restricted to the 48 contiguous states (excluding Alaska and Hawaii) and the District of Columbia. Only one person in each household will be expected to complete the survey on behalf of the household. BJS anticipates a sample of 5,000 survey respondents. The awardee will develop a sampling plan that accounts for time and cost, while ensuring representativeness across a range of characteristics including, but not limited to, race or Hispanic origin, household income, marital status, urbanicity, and access to the internet. This may include oversampling respondents with certain characteristics.
- e. **Prepare full OMB clearance materials for a pilot test of the CLNS instrument.** The awardee will provide BJS draft materials for OMB Paperwork Reduction Act clearance. The materials include the 30- and 60-day notices, input on the supporting statements, the questionnaire, and draft outreach materials. BJS will provide sample documents to the recipient of funds. Applicants should plan on a period of 6 months to obtain clearance, which includes developing the materials and BJS internal review. Full OMB clearance should be obtained within 15 months of the award start date.
- f. **Conduct the web-based pilot test.** Selected respondents will be sent mail that directs them to an online survey. BJS anticipates that incentives will be used to encourage participation. The awardee will develop a communications plan for initial outreach to selected households and for nonresponse follow-up throughout the study period. All survey materials and interviews will be conducted in English. During data collection, the awardee will deliver biweekly production reports that

include paradata that monitors the indicators of cost, participation, and data quality and completeness.

- g. **Analyze results, prepare a report of key findings, and present a briefing of the project findings.** The awardee will prepare the data for analysis by cleaning and verifying the accuracy of all data. The awardee will create and apply statistical weights to the survey data to produce national-level estimates. As needed, a plan for imputation of missing data will be developed and implemented. If response rates are less than 80%, the awardee will conduct and write up a robust nonresponse bias assessment summarizing findings on nonresponse bias and recommendation of specific methods to address that bias.

The awardee should plan for close coordination with BJS on this final report, which is expected to be a public document. The goal of this final report is to provide data users with the details of the project administration, methodology, key findings, and recommendations for full-scale administration. At a minimum, the awardee shall prepare an outline, draft report, and final report. The awardee should plan to have the final draft report reviewed by internal and/or external reviewers as directed by the PM, plan to brief the PM on the comments, and address such comments to the satisfaction of the PM in the final report.

All reports must be written in clear and plain English accessible to a lay audience without jargon or grammatical or typographical errors. A 150-word abstract and executive summary must be included with the draft and final reports. The final versions must be 508 compliant.

The awardee will brief project staff on key project findings through an in-person or virtual presentation.

- h. **Develop public-use and/or restricted-use data files, a codebook, and documentation necessary for archiving at NACJD.** BJS and the award recipient will collaborate to determine the information that will be included in the public-use data files. The award recipient will deliver to BJS a clean, verified data file and documentation necessary to replicate variables included in the data file. The data will be delivered in a commonly used statistical software package (R, SPSS, SAS, or Stata). The data file and codebook will meet the National Archive of Criminal Justice Data's (NACJD) standards and formatting requirements, and the awardee will work directly with the archive staff to answer questions and ensure the data and documentation are sufficient.

The following deliverables will be submitted on the schedule below, unless otherwise coordinated with the PM:

Task	Deliverable	Deadline
Task 2a: Conduct a thorough review of the draft CLNS instrument and identify areas for enhancement and modification.	An instrument-assessment summary of findings and recommendations.	Within 5 months of the award start date or as specified in the revised work plan.
Task 2b: Prepare generic OMB clearance package(s) and, if necessary, IRB protocols.	Generic OMB clearance package(s) to cover cognitive testing and usability testing.	Within 10 months of the award start date or as specified in the revised work plan.
Task 2c: Conduct cognitive testing and usability testing of the CLNS instrument to assess respondent understanding and comprehension.	A summary of findings, recommended revisions to the instrument, and a final version of the instrument.	Within 12 months of the award start date or as specified in the revised work plan.
Task 2d: Develop a sampling plan for a web-based pilot test.	A sampling plan for a web-based pilot test.	Within 14 months of the award start date or as specified in the revised work plan.
Task 2e: Prepare full OMB clearance materials for a pilot test of the CLNS instrument.	30- and 60-day notices, input on the supporting statements, the questionnaire, and draft outreach materials.	Within 15 months of the award start date or as specified in the revised work plan.
Task 2f: Conduct the web-based pilot test.	Biweekly production reports that include paradata that monitors the indicators of cost, participation, and data quality and completeness.	Biweekly during data collection.
Task 2g: Analyze results, prepare a report of key findings, and present a briefing of the project findings.	A final report summarizing the CLNS pilot administration, methodology, key findings, and recommendations for full-scale administration.	Within 36 months of the award start date or as specified in the revised work plan.
	Briefings.	As determined by the PM.

Task	Deliverable	Deadline
Task 2h: Develop public-use and/or restricted-use data files, a codebook, and documentation necessary for archiving at NACJD.	A preprocessed data file that includes all variables collected.	Within 36 months of the award start date or as specified in the revised work plan.
	A clean public-use (or restricted-use) data file that includes all final variables of interest.	Within 36 months of the award start date or as specified in the revised work plan.
	A final codebook in the format required for archiving at NACJD.	Within 36 months of the award start date or as specified in the revised work plan.

Task 3: Develop and test new BJS data collections that address gaps in statistical coverage of access to justice for civil legal needs

BJS also plans to identify and fill gaps in its statistical coverage of access to justice for civil legal needs under the AJDTP with a focus on the linkage between the civil and criminal justice systems. However, before BJS commits to long-term projects to remedy gaps in its coverage of the civil justice system, BJS seeks to assess the most effective ways to collect, analyze, and report data related to access to justice or civil legal needs. Example areas may include the impact of legal fines and fees and other topics that may impact a person’s ability to navigate the civil justice system. The primary tasks in this project are as follows:

- a. **Develop a knowledge base of the current state of research.** The primary goal of this task is to understand the current landscape of existing research. The awardee is expected to conduct a literature review of current research related to access to justice for civil legal needs and how those needs interact with the criminal justice system. Additionally, the awardee will identify existing data sources that contain records on civil legal services provided and document how those data can be collected and standardized. The recipient of funds will examine data collected by government agencies and other relevant sources, as well as gaps (data that are not currently collected), to evaluate the feasibility of using these data to further the nation’s understanding of civil legal needs and the extent to which those needs are met and accessible. The awardee should also propose additional sources for obtaining needed information for developing a knowledge base on the current state of the evidence on access to justice for civil legal needs. The recipient of funds will provide recommendations on opportunities to initiate or improve these data collections. Applicants are encouraged to propose a plan for engaging external subject matter experts for input and review throughout the project. All of this will be summarized in a report, a draft of which will be due within 4 months of the start of the award. The recipient of funds will incorporate revisions based on comments and discussions with the PM and submit a revised draft within 2 weeks of receiving
- b. comments.

Develop options for a feasibility study. Based on the findings in Task 3a, the recipient of funds will develop a feasibility options paper that outlines what options BJS should consider for a feasibility study. For each option proposed, the awardee will outline (1) potential data sources, (2) the mode of obtaining information (e.g., survey, request for data extract, interviews, or multimode), (3) expected obstacles or limitations, and (4)

gaps this will address and the value this will provide to the field. The awardee will also include a relative assessment of the level of effort for each option proposed.

- c. **Implement the feasibility study.** Based on the findings in Task 3b, BJS and the recipient of funds will identify two areas where improved data collection seems most feasible and maximizes value to the field. For each area, the awardee will do the following:
 - i. **Develop a work plan.** The work plan will describe the specific approach and timeline for the feasibility study. It will include data sources, a data collection plan, analysis methods, a staffing plan, a budget, and a study timeline.
 - ii. **Prepare data collection instruments and generic OMB clearance package(s).** The awardee will develop data collection instruments necessary to support the data collection. BJS anticipates that information collection may include a variety of methods, such as extraction of administrative data, key informant interviews, focus groups, and surveys. If needed, the awardee shall prepare all related information collection instruments, required publication notices, and clearance package(s) for submission to OMB.
 - iii. **Conduct the feasibility study.** The awardee will conduct the feasibility study according to the work plan. The awardee will conduct analysis of the data collected under this study.

Summarize and report findings. The awardee will prepare a report on the findings from the feasibility study. This should include, at a minimum, the anticipated level of effort for a national collection, the availability and completeness of data collected, data analysis, and anticipated benefits and obstacles of a full data collection. The awardee should plan for close coordination with BJS on this final report, which is expected to be a public document. The goal of this final report is to provide data users with the details of the project administration, methodology, key findings, and recommendations for full-scale administration. At a minimum, the awardee shall prepare an outline, draft report, and final report. The awardee should plan to have the final draft report reviewed by internal and/or external reviewers as directed by the PM, plan to brief the PM on the comments, and address such comments to the satisfaction of the PM in the final report. All reports must be written in clear and plain English accessible to a lay audience without jargon or grammatical or typographical errors. A 150-word abstract and executive summary must be included with the draft and final reports. The final versions must be 508 compliant. The awardee will brief project staff on key project findings through an in-person or virtual presentation.
 - iv. **Deliver data files, a codebook, and documentation.** The recipient of funds will be expected to deliver data and documentation to BJS, if applicable.

During data collection, BJS may request preliminary copies of the data to evaluate quality. For each project undertaken, recipients must provide the specific data structure documentation to BJS, which will include, at minimum, the expected names, formats, and allowable values for each data element. Multiple data files may be required, such as an initial data file that includes all data collected and an analysis data file with all weights and imputations clearly identified as appropriate. The recipient of funds and PM will determine the file format prior to delivery (R, SPSS, SAS, or Stata). The data and data structure documentation shall be subject to review and approval by BJS's Technology and Management Unit. BJS does not expect to conduct full data collections under this award.

Two sample topics for a feasibility study are provided below. These examples may not be the final topics chosen. As part of the application, applicants should outline how they would propose approaching both of the sample projects.

Sample topic 1: Fines and fees. Little is known about the levying, collection, and enforcement of fines and fees. Criminal defendants often face many different fees, which are civil in nature, from pretrial supervision fees, fees for mandatory anger management or domestic violence programs, fees for staying in jail pending trial, public defender representation fees or recoupment, and probation supervision fees. The payment and nonpayment of these fees have real consequences for this population: persons involved in the criminal justice system may forgo other necessities to pay these fees or be incarcerated for non-payment of these fees.

Sample topic 2: Expungement. Most states allow for persons with criminal records to apply to expunge those records after certain requirements are met, typically a waiting period and completion of all required sentence and probation conditions. Yet little is known about how many petitions are filed in state courts each year, the burden on the applicant to file these petitions, the cost of the petitions, or how many of these petitions are granted each year.

The following deliverables will be submitted on the schedule below unless otherwise coordinated with the PM:

Task 3	Deliverable	Deadline
Task 3a. Develop a knowledge base of the current state of research.	A knowledge base report.	Within 4 months of award.
Task 3b: Develop options for a feasibility study.	A feasibility options paper.	Within 5 months of award.
Task 3c: Implement the feasibility study.	A work plan (for each study).	Within 9 months of award.

	Data collection instruments and generic OMB clearance package (s) to cover the feasibility study (for each study).	Within 10 months of award.
	Biweekly updates including paradata about the outreach efforts, response, and impacts or changes to the feasibility project scope, timeline, or budget (for each study).	Biweekly updates during the feasibility study.
	Data files and documentation (for each study).	Within 30 months of award.
	A final report (for each study).	Within 36 months of award.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

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

Federal Award Information

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards

1

Anticipated Maximum Dollar Amount of Awards

\$2,000,000

Period of Performance Start Date

10/1/23

Period of Performance Duration (Months)

36 months

Anticipated Total Amount to be Awarded Under Solicitation

\$2,000,000

Continuation Funding Intent

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

Availability of Funds

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

Type of Award

BJS expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management and System of Internal Controls

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

Budget Information

The applicant should identify within their budget which items, services, etc., will/would be covered by matching sources and explain what type of match will be provided.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) for information on pre-agreement costs (also known as pre-award costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Information System Security and Privacy Requirements

Award recipients and subrecipients that serve as BJS data collection agents to collect, receive, process, analyze, store, transfer, or disseminate information under BJS's authority in conjunction with the funded activities 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.

BJJ requires special-data handling controls and procedures to protect confidential BJJ 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, BJJ 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
- follow the [DOJ Cybersecurity and Privacy Rules of Behavior for General Users](#), which pertain to the use, security, and acceptable level of risk for DOJ systems and applications
- adhere to National Institute of Standards and Technology ([NIST](#)) guidelines and Office of Management and Budget guidance to categorize the sensitivity of all data collected or maintained on behalf of BJJ
- once the system has been categorized, secure data in accordance with the most updated Risk Management Framework specified by NIST guidelines
- employ adequate controls to ensure data are not comingled with any other data set or product without the express written consent of BJJ
- 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 BJJ's established security incident notification procedures, including notifying BJJ 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 BJJ-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
- 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 collecting, receiving, acquiring, using, storing, storing, or transferring data under BJJ's authority are required to develop and maintain a BJJ-approved DMP that describes how the data collected under BJJ'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 BJJ website at [Human Subjects Protection, Confidentiality, and Data Management Plan Requirements | Bureau of Justice Statistics](#).

Applicants are advised that OJP may audit the information systems that are 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. The guidelines are available at https://bjs.ojp.gov/sites/g/files/xyckuh236/files/media/document/bjs_data_protection_guidelines.pdf.

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, and in associated project planning and project management.

1. 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.

2. Use of OJP Systems and Platforms by Grantees and Contractors

BJS grantees and contractors will often need to work on the OJP network using OJP tools and systems. The OJP network is accessed using the OJP virtual desktop interface (VDI), a PIV card, and the contractor's hardware (e.g. laptop or desktop computer and mobile devices) unless other conditions have been specified in the award. To obtain this access, 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 everyone doing work for BJS unless it's very clear that they will never need to do work on the OJP network.

Grantee and contractor-owned systems and platforms may also be used at times, but the architecture and configuration of those resources should align with OJP requirements and be approved in advance. 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.

3. 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.

4. 21st Century Integrated Digital Experience Act

Any website that is developed, modernized, enhanced, maintained, or otherwise delivered as a result of this agreement shall be in compliance 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>

Eligibility Information

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the “Federal Award Information” section.

Notice regarding law enforcement agencies: State, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2023 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency’s use-of-force policies adhere to all applicable federal, state, and local laws, and (2) the agency’s use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the

Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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

Application and Submission Information

Content of Application Submission

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

- Proposal Abstract
- Proposal Narrative
- Budget Web-Based Form (The web-based form includes the budget details and the budget narrative.)

If OJP determines that an application does not include these elements, it will neither proceed to peer review, nor receive further consideration.

Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov

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

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

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

Standard Applicant Information (JustGrants 424 and General Agency Information)

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

Proposal Abstract

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

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 25 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, BJS may consider such noncompliance in peer review and in the final award decision. Tables, charts, and graphs can use fonts smaller than 12-point but must be included within the page limit. Tables, charts, and graphs included in the program narrative can be created in a legible font smaller than 12-point. Covers, title pages, the executive summary, table of contents, and charts are not counted toward the page limit.

The Proposal Narrative must include the following sections:

a. **Statement of the Problem**

Provide a brief statement of the problem that demonstrates a thorough understanding of BJS's technical needs for this requirement.

b. **Project Design and Implementation**

Adequately describe the technical requirements of the tasks listed under Specific Information. Provide a detailed discussion of the proposed approach to address the research questions and conduct each component of the project. Include a discussion of the likely problems and identify possible solutions. Include a proposed task plan and project timeline (Gantt chart) with expected milestones and level of staff effort for each phase of the work that corresponds with the goals, objectives, and deliverables articulated in the solicitation.

c. **Capabilities and Competencies**

Describe the capabilities and competencies to accomplish the goals and objectives of the project. Describe the staff's knowledge and expertise in survey design/administration, developing knowledge base reports, and conducting feasibility tests. Describe a staffing plan for all proposed staff, including subrecipients if applicable. Demonstrate that the project team has relevant qualifications, including subject expertise, strong project management skills, and

methodological and statistical expertise to carry out the CLNS. Demonstrate that project team has the relevant subject matter expertise, skills, and experience conducting knowledge base scans and feasibility studies. Clearly specify the role and responsibilities of each proposed staff, including subrecipients if applicable. Demonstrate the capability to successfully conduct a project of this size and scope through examples of past performance.

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

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

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

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

Note on Project Evaluations

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

Goals, Objectives, and Deliverables

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

Goals. The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives. The applicant should explain how the program will accomplish its

goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measurable and clearly linked to the goal.

Deliverables. Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant will complete the JustGrants web-based budget form. For additional information, see the [OJP Grant Application Resource Guide](#) and the [Complete the Application in JustGrants – Budget](#) training.

Pre-agreement Costs (also known as Pre-award Costs)

See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide Post Award Requirements](#) for more information.

Indirect Cost Rate Agreement (if applicable)

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for more information on indirect costs.

Consultant Rate

See the [DOJ Grants Financial Guide](#) for information on the consultant rates which require prior approval from OJP.

Limitation on Employee Compensation; Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

The applicant will download the questionnaire, complete it, and upload it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

Disclosure of Process Related to Executive Compensation

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

Memoranda of Understanding (MOUs) and Other Supportive Documents

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

Each MOU or Letter of Intent should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Résumés

Provide résumés of key personnel.

Tribal Authorizing Resolution

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

Timeline Form

Applicants should submit project timeline as directed under “Goals, Objectives, and Deliverables” section above.

Letters of Support

Applicants should include, for each named partner entity, a signed Letter of Support that confirms the partner’s agreement to support the project through commitments of staff time, space, services, or other project needs. Applications submitted from two or more

entities are encouraged to submit signed Letters of Support that provide a detailed description of how the agencies will work together to meet project requirements.

Each Letter of Support should include the following: (1) Names of the organizations involved in the agreement, (2) the scope of the direct service(s) and other work to be performed under the agreement, and (3) the duration of the agreement. Letters of Support should be signed and then submitted as one separate attachment to the application.

Research and Evaluation Independence and Integrity Statement

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

Human Subjects Protection

BJS requires the funding recipient to submit proper documentation certifying that the research project meets the federal requirements for human subjects protections set forth in 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 | Bureau of Justice Statistics](#). Applicants should attach the completed certification form in JustGrants.

Privacy Certificate

The Privacy Certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person, which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable information. Applicants must specify in the Privacy Certificate the specific controls used to safeguard directly identifiable information against unauthorized disclosure. All project staff, including information technology personnel, subcontractors, and/or consultants, with access to identifiable data collected in conjunction with the 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, are available at [Human Subjects Protection, Confidentiality, and Data Management Plan Requirements | Bureau of Justice Statistics](#). Applicants should attach the completed Privacy Certificate in JustGrants.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

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

Applicant Disclosure of Duplication in Cost Items

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

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

Applicant Disclosure and Justification - DOJ High Risk Grantees

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

How to Apply

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired

registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov) by the JustGrants deadline.

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48–72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24–48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

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

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by **August 22, 2023, at 8:59 PM ET**.

The **full application** must be submitted in JustGrants by **August 29, 2023, at 8:59 PM ET**.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application

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

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

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

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

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

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov and BJS at the contact identified within 24 hours of the JustGrants deadline to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must—

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

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

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

Application Review Information

Review Criteria

Merit Review Criteria

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

Statement of the Problem/Description of the Issue (10%) - evaluate the applicant's understanding of the program/issue to be addressed.

Project Design and Implementation (50%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.

Capabilities and Competencies (25%) - evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.

Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.

Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

Other important considerations for BJS include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget Web-Based Form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above.

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

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

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

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant entity that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the BJS Director, who may consider not only peer review ratings and BJS recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

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

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 [OJP Grant Application Resource Guide](#).

Information Technology Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the “Program Description” section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients typically must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see page 2 of the solicitation.

Other Information

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

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

Provide Feedback to OJP

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

Performance Measures

Objective	Performance Measure	Data Recipient Provides
Provide statistical support to BJS to strengthen research and data collection activities.	Percentage of deliverables completed on time. Percentage of deliverables that meet expectations.	Task 2a: A report summarizing the assessment of the draft civil legal needs survey with a summary of findings and recommendations.
Conduct cognitive testing and usability testing of the CLNS instrument to assess respondent understanding and comprehension.	Percentage of deliverables completed on time. Percentage of deliverables that meet expectations.	Tasks 2b-2c: Generic OMB clearance package to cover cognitive testing. Cognitively test the CLNS instrument. A summary of findings, recommended revisions to the instrument, and a final version of the instrument.

Objective	Performance Measure	Data Recipient Provides
<p>Develop a current, reliable, data collection and sampling plan that minimizes respondent burden and obtains desired data from respondents</p>	<p>Percentage of deliverables completed on time.</p> <p>Percentage of deliverables that meet expectations.</p>	<p>Tasks 2d-2g:</p> <p>A sampling plan for a web-based pilot test.</p> <p>Full OMB PRA clearance materials for a pilot test of the CLNS instrument.</p> <p>Conduct the web-based pilot test.</p> <p>Analyze results, prepare report of key findings, methodology and recommendations for a full-scale administration of the CLNS, and present a briefing of the project findings</p>

Objective	Performance Measure	Data Recipient Provides
Support BJS efforts to report timely, accurate statistics	Percentage of deliverables completed on time.	Project management: A written timeline for the entire ATJDP project.
	Percentage of deliverables that meet expectations.	Meeting agendas and minutes to document decisions and action items.
	Effective management as measured by whether significant interim project milestones were achieved, final deadlines were met and costs remained within approved limits.	Decision memos that document key milestones met or changes to the program.
	Percentage of data sets that are comprehensive and accurate as determined by BJS.	BJS data management plan. Biweekly data collection reports.
		Semi-annual progress reports required by OJP. Quarterly financial reports required by OJP. Task 2h: A preprocessed data file that includes all variables collected, a clean public-use (or restricted-use) data file that includes all final variables of interest, and a final codebook in the format required for

archiving at the NACJD.

Objective	Performance Measure	Data Recipient Provides
<p>Develop feasibility study for additional areas that expand BJS's knowledge of Access to Justice issues in the US.</p>	<p>Percentage of deliverables completed on time.</p> <p>Percentage of deliverables that meet expectations.</p>	<p>Tasks 3a-3c:</p> <p>A knowledge base report that documents current research and potential data sources for information on civil legal needs or access to justice issues.</p> <p>Develop options for a feasibility study of these data sources.</p> <p>Prepare data collection instruments and related OMB generic clearance requests.</p> <p>Develop a work plan with a timeline and associated milestones and budget for the feasibility study</p> <p>Conduct the feasibility study</p> <p>Provide biweekly progress reports on the feasibility study, including paradata about outreach, response, and milestones met or changes made to the feasibility study</p> <p>Deliver any data files,</p>

		<p>codebooks and data documentation collected during the feasibility study.</p> <p>Submit a final report summarizing the findings of the feasibility study</p>
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Application Checklist

FY 2023 Access to Justice Design and Testing Program

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

Pre-Application

Before Registering in Grants.gov:

- Acquire or renew your Entity's [System Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))

Register in Grants.gov

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

Find the Funding Opportunity

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

Review the Overview of Post-Award Legal Requirements

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

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

Review Eligibility Requirement:

- Review the Eligibility section on the cover page and Eligibility Information section in the solicitation.

Application Step 1

Submit the **SF-424** and **SF-LLL** in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**
- Submit Intergovernmental Review (if applicable)

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

- Submission receipt
- Validation receipt
- Grantor agency retrieval receipt
- Agency tracking number assignment

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

- Contact BJS or the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

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

- Proceed to Application Step 2 and complete application in JustGrants

Application Step 2

Submit the following information in JustGrants:

Application Components

- Standard Applicant information (SF-424 information from Grants.gov)
- **Proposal Abstract***
- **Proposal Narrative***

Budget and Associated Documentation

- **Budget Web-Based form***
- Indirect Cost Rate Agreement (if applicable)
(see [OJP Grant Application Resource Guide](#))

- Financial Management and System of Internal Controls Questionnaire
(see [OJP Grant Application Resource Guide](#))

Additional Application Components

- Tribal Authorizing Resolution (if applicable)
(see [OJP Grant Application Resource Guide](#))
- Certification of Human Subjects Protection
(see <https://bjs.ojp.gov/funding/human-subjects-and-confidentiality-requirements>)
- Privacy Certification
(see <https://bjs.ojp.gov/sites/g/files/xyckuh236/files/media/document/bjsmpc.pdf>)
- Research and Evaluation Independence and Integrity
(see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable)
(see [OJP Grant Application Resource Guide](#))
- Timeline
- Memorandum of understanding (if applicable)
- Résumés of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#)
(see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items
(see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances
(see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
(see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)
(see [OJP Grant Application Resource Guide](#))

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

Review, Certify and Submit Application in JustGrants

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

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

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

Standard Solicitation Resources

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

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

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

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

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.