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

FY 2023 Census of Prosecutor Offices

Assistance Listing Number #   16.734

Grants.gov Opportunity Number: O-BJS-2023-171690

Solicitation Release Date: April 06, 2023

Step 1: Application Grants.gov Deadline: June 06, 2023, 8:59 PM ET

Step 2: Application JustGrants Deadline: June 13, 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 for the Census of Prosecutor Offices (CPO). This program furthers the DOJ's mission by describing the work of prosecutors' offices, strategies employed by those offices to address different priorities, and changes to the prosecution of crime over time. This program further addresses the Attorney General's priorities of upholding the rule of law by examining how prosecutors charge and handle crimes and how prosecutors work to keep citizens safe while also protecting civil rights.

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 governments Federally recognized), 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

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 George E. Browne, Statistician, at 202-307-0765, or AskBJS@usdoj.gov. Include CPO23 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.

Contents

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 solicitation, BJS seeks to administer the Census of Prosecutor Offices (CPO) through its National Survey of Prosecutor (NSP) series. BJS has collected data from state court prosecutors through a survey or census since 1990. The last census was conducted in 2007 and the last survey was conducted in 2020. The 2023 census seeks to collect data from the more than 2,330 prosecutor offices across the nation. BJS will provide the grantee with the information from the 2007 census and the 2020 survey. The 36-month program includes (1) prosecutor office confirmation and updates; (2) questionnaire development; (3) fielding the CPO; (4) data cleaning, analysis, and delivery of raw and final datasets; and (5) a comprehensive final project report.

Statutory Authority

34 U.S.C. § 10132(c)

Specific Information

The CPO will collect basic operational and staffing information from more than 2,330 prosecutor offices in the U.S. Prosecutor offices operate at the county-, district-, or circuit-level. Some prosecutor offices may cover multiple counties, while other prosecutor offices cover single counties. The CPO is limited to staffing and operational characteristics. Staffing includes the number of prosecuting attorneys, demographics of prosecuting attorneys, part- and full-time prosecuting attorneys, and number and type of support staff. Operational characteristics includes operating budget, caseload, case-assigning units (e.g., homicide, sexual assault, domestic violence, drugs), and specialized staffing or units (e.g., court-appointed special advocates, victim services providers, law student programs, hate crimes prosecutor).

The main purpose of the CPO is to collect key statistics about all prosecutor offices currently operating in the U.S. A secondary purpose of the CPO is to construct and validate a reliable frame for future survey iterations of the NSP. Applicants should note that non-response has been a primary complication of the past two collections of the NSP. The 2014 NSP census could not be published because it failed to achieve an acceptable response rate, and the 2020 NSP survey reached an acceptable response rate only after considerable time and funds were devoted to nonresponse follow-up. Both the 2014 NSP census and 2020 NSP survey experienced difficulties in response rates in rural areas, so applicants should place special emphasis on proposing strategies to boost response rates of prosecutor offices located in rural communities.

Goals, Objectives, and Deliverables

Goals

The CPO is a 36-month program with the goal of providing accurate and timely national statistics about prosecutor offices and their staffing and operation.

Objectives

An applicant should address all the objectives listed below in the Goals, Objectives, Deliverables, and Timeline web-based form.

The CPO's primary objectives are to (1) verify the frame of prosecutor offices; (2) determine key metrics needed from a census of prosecutors; (3) develop and test the questionnaire with input from the field; (4) field the CPO; (5) clean, analyze, and deliver raw and final datasets; and (6) complete a comprehensive final report.

Deliverables

Consistent with the use of a cooperative agreement, BJS will be substantially involved in the program. This includes direct oversight and participation in implementing the program but does not involve day-to-day program management. The scope of work necessary for the successful applicant to prepare, design, and carry out the CPO is described below and includes the main program deliverables with target end dates.

Applicants should briefly describe how they will accomplish each deliverable in the time frame specified and estimate the costs associated with each deliverable. This should include (1) descriptions of the specific strategies the applicant may employ to meet each outcome, (2) the capabilities and competencies of the project team that will enable the applicant to successfully meet each deliverable, and (3) cost estimate for performing the work.

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 semiannual 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](.).

Timeline

The key target dates are—

- begin frame development by December 2023
- develop the questionnaire by April 2024
- assemble a group of experts that includes a diverse set of prosecutor offices and prosecutor membership groups to provide guidance on the project, including definitions and outreach strategies, throughout the performance period (ongoing, but established by May 2024)
- complete questionnaire testing by December 2024
- begin data collection by March 2025
- conclude data collection by December 2025
- deliver final data by July 2026
- deliver final report by September 2026.

Task 1: Program management (all years)

Required deliverables: 1) Program timeline, (2) communications strategy, (3) kickoff and bi-weekly meetings, and (4) performance reports.

Program timeline: Within 3 weeks of the award start date, the recipient of funds will meet with BJS to discuss proposed tasks and timeline. The recipient of funds will develop and propose, for BJS approval, a detailed timetable outlining the completion dates for each task, delivery date for each deliverable and status report, and dates for scheduled meetings.

Communications strategy: Applications should include a biweekly communications strategy that addresses how the recipient of funds will keep BJS informed about program planning, development, and management.

Meetings: Applicants should plan for meetings, including—

a. a kickoff meeting at BJS to discuss plans and schedule activities for the project period
b. biweekly telephone or video project meetings.

Performance reports:

a. Deliver a management plan (described above) within 60 days of award.
b. Upload semiannual reports on the status of the award, deliverables, and expenditures to the DOJ JustGrants system.
c. Upload quarterly financial reports to JustGrants.
d. Provide monthly written reports that update the status on areas such as tasks, timelines, and expenditures.
e. During data collection, provide weekly or biweekly reports on the status of

sample collection and paradata, such as the number of surveys completed, response rates, refusals, and any other pertinent information.

Task 2: Frame verification (year 1)

Required deliverables: (1) Final CPO frame, including all inclusion/exclusion criteria and data sources used to verify the frame, and (2) draft Office of Management and Budget (OMB) generic clearance materials.

Final CPO frame: BJS will provide the recipient of funds with the 2020 NSP survey frame. The frame should include any updates to agency leader names, contact information (phone, email, and physical address), and any changes to inclusion or exclusion criteria. Applicants will describe how they plan to update the NSP frame, including the inclusion and exclusion criteria they plan to use, the data sources they plan to consult, and any partnerships necessary to complete the review.

Draft OMB generic clearance materials: The recipient of funds will draft materials for an OMB generic clearance request to cover any contacts to prosecutor offices necessary to update the frame and to cognitively test the questionnaire developed in Task 3.

Task 3: Questionnaire development and testing (year 1)

Required deliverables: 1) Draft CPO questionnaire and marketing plan, (2) expert review and revision of the draft questionnaire and marketing plan; (3) cognitive testing of the CPO questionnaire; (4) detailed report outlining the cognitive test and any recommended changes to the CPO questionnaire; and (5) a final questionnaire, in both written and web-based forms.

BJS will provide the recipient of funds with the full and critical-items 2020 instruments. The recipient of funds will work with BJS to identify the key items from the 2020 surveys that are necessary from a census of prosecutor offices.

The recipient of funds will develop a draft questionnaire, with input and approval from BJS. The recipient of funds will convene a group of experts to review the key items, question phrasing and order, definitions, and marketing plan with review and approval from BJS, focusing specifically on outreach to smaller and rural offices. Applicants should plan to provide suggested members of the group of experts, whether identifying the specific persons and organizations or the type of persons and organizations that may be recruited. Applicants should describe how they plan to engage the experts over the course of the project, focusing specifically on questionnaire development, definitions of terms in the questionnaire, and the marketing plan for the census. BJS will approve the size and composition of the group of experts and will suggest topic areas for consideration.

After OMB clearance, the recipient of funds will cognitively test the questionnaire with prosecutor offices serving differently sized populations, geographical locations, and geographic coverage (e.g., single- or multiple-county coverage). After receiving responses to the questionnaire, the recipient of funds will contact the respondents to conduct a cognitive interview to determine question comprehension, level of effort to

answer each question, and overall burden. The instrument should be programmed as a web questionnaire to resemble as closely as possible the final planned web questionnaire. The same colors, fonts, and survey program should be utilized.

After the cognitive test and interviews, the recipient of funds will provide BJS with a written report outlining any suggested revisions, additions, or deletions to the questionnaire. The report should also include a backup plan in the event an office cannot complete the web questionnaire. BJS will have final approval of the final CPO questionnaire.

Task 4: OMB Paperwork Reduction Act (PRA) clearance (years 1–2)

Required deliverables: (1) Draft materials for full OMB PRA clearance.

The recipient of funds will provide BJS draft materials for OMB PRA clearance. The materials will include the 30- and 60-day notices, input on the supporting statement, the questionnaire, and planned outreach documents, including drafts of email and phone outreach. 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 by the end of December 2024.

Task 5: Census administration and data collection (year 2)

Required deliverables: (1) Data collection outreach plan and timeline; (2) progress reports of outreach and response rates, including any adjustments to the data collection plan or timeline; (3) written plan for data processing; and (4) preliminary data files in the format specified in the DMP when 50% and 75% response rates are reached.

Applicants should provide a detailed plan on the census protocols, including the timing and mode of outreach for survey completion and marketing plans to maximize response rates. The recipient of funds will provide weekly or biweekly updates on outreach and response rates and will apprise BJS of any adjustments as the data collection progresses. The recipient of funds will develop a written plan for data processing, including expected variable names and values, data verification checks to ensure responses are not inconsistent or contradictory, follow-up plans for inconsistent data, and BJS requests preliminary copies of the data files once the data collection reaches 50% and 75% response rates. The recipient of funds will provide these files under the provisions outlined in the DMP, and will include draft codebooks specifying variable names, values, and summary statistics.

Task 6: Final verification and dataset(s) and final report (year 3)

Required deliverables: (1) Final unadjusted and adjusted data files and supporting documentation, and (2) final project report.

Final unadjusted and adjusted data files and supporting documentation: The recipient of funds will conduct final verification before delivering the complete CPO dataset to BJS. The recipient of funds must provide a justifiable approach to address

item-missing or incomplete data, including any proposed data allocations, imputations, or nonresponse adjustments and, based on BJS feedback, execute that approach. The recipient of funds will include the final unadjusted data file, an adjusted analysis file, and supporting codebooks and documentation. The final codebook and documentation should include the frame development procedures, inclusion and exclusion criteria, descriptions of weighting or imputation (if applicable), and indicators of any adjusted data. BJS will provide the recipient of funds with a secure file transfer protocol and final data file format.

Final project report: The successful applicant will submit a final project report through JustGrants, describing the entirety of the project including, decisions and adjustments made over time, and provide recommendations for future NSP data collections.This should include recommendations on how often to conduct survey or census collections, outreach and marketing plans, current and future dissemination strategies, and any other impressions about the project.

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
$700,000.00

Period of Performance Start Date
10/1/23

Period of Performance Duration (Months)
36

Anticipated Total Amount to be Awarded Under Solicitation
$700,000.00

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.

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

Specifically, BJS award recipients and subrecipients are required to do the following, 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 OMB guidance to categorize the sensitivity of all data collected or maintained on behalf of BJS
- Once the system has been categorized, secure data in accordance with the most updated Risk Management Framework specified by NIST guidelines
- Employ adequate controls to ensure data are not comingled with any other data set or product without the express written consent of BJS
- Reduce the volume of PII collected, used, or retained to the minimum necessary
- Restrict access to identifiable data to individuals who must have such access
- Restrict use of identifiable data to approved purposes
- Follow BJS's established security incident notification procedures, including notifying BJS and the appropriate DOJ officials, within 1 hour of discovery, of all security incidents involving PII or other sensitive information collected or maintained in conjunction with BJS-funded activities
- Log all computer-readable data extracts from databases holding sensitive information and ensure that each extract including sensitive data has been erased within 90 days or that its use is still required
- Ensure all contracts involving the processing and storage of PII comply with DOJ policies on remote access and security incident reporting
- 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 BJS's authority are required to develop and maintain a BJS-approved DMP that describes how the data collected under BJS's authority for the program will be collected or acquired, received, handled, processed, stored, transferred, and disposed. A model DMP template is available on the BJS website at [Human Subjects Protection, Confidentiality, and Data Management Plan Requirements | 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](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 must comply with the website standards of the Technology Transformation Services of the General Services Administration at https:// designsystem.digital.gov/website-standards/. The U.S. Web Design System (USWDS) shall be adopted incrementally over the life of the project or requirement and the awardee shall prioritize implementation to align with the priorities identified within the agreement. Additional key BJS information technology policies, practices and standards may be found at: https://bjs.ojp.gov/technology-and-publishing-requirements-bjs-contractors-and-grantees/.

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.)
- Appendices
- Privacy Certificate
- Human Subjects Protection
- Certification of Compliance
- Applicant Disclosure of Pending Applications
- Research and Evaluation Independence and Integrity
- Disclosure of Process Related to Executive Compensation

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 final award decision. Tables, charts, and graphs can use fonts smaller than 12 point but must be included within the page limit.

The Proposal Narrative must include the following sections:

a. Statement of the Problem

   Award recipients should address the value of constructing a complete frame of prosecutor offices, identify critical data elements that should be included in a census of prosecutor offices, and identify data elements that would be useful for future surveys of the NSP. Applicants should also discuss nonresponse in survey populations and innovative strategies to increase response.

b. Project Design and Implementation

   The project design and implementation should include a discussion of (1) the approach to building out a comprehensive frame, (2) the strategy for instrument development, (3) proposed members or types of members for the group of experts, 4) the design of the data collection, (5) the survey administration protocols and marketing methods developed to implement the collection, (6) any future involvement of the expert panel, (7) the types of paradata needed to track the implementation of the collection to provide meaningful information to BJS about the fielding of the survey, and (8) the administrative costs associated with the collection. Applicants should discuss expected obstacles in building the frame, implementing the data collection, and encouraging response, and they should propose strategies to overcome these challenges.

c. Capabilities and Competencies

Applicants should describe the capabilities and competencies to accomplish the goals and objectives of the project. The CPO requires a team of persons with substantial knowledge of local prosecutor offices and of the data elements that must be collected for all prosecutor offices. Additionally, applicants should demonstrate an understanding of how the census data collection can assist BJS in future surveys of prosecutors. Applicants should describe related skill sets and past experiences with prosecutors, large-scale data collection efforts, gathering experts, conducting cognitive interviews, data collection and processing, and statistical analysis.

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

Applicants should describe the process for measuring project performance and how performance metrics will guide and redirect data collection strategies. Applicants should identify who will collect the data and who is responsible for performance measurements. The application should demonstrate the applicant's understanding of the performance-data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

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.

Goal, Objective 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

If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the "Application Attachments" section of the OJP Grant Application Resource Guide for information.

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

Appendices, not counted against the 25-page proposal narrative limit, including—

   a. Bibliography or references.
   b. Any tools, instruments, tables, charts, or graphs pertaining to the proposed project that are supplemental to such items included in the main body of the narrative.
   c. Curriculum vitae or résumés of the principal investigator and any and all co-principal investigators. In addition, curriculum vitae, résumés, or biographical sketches of individuals (regardless of investigator status) who will be significantly involved in substantive aspects of the proposal (including individuals such as

research methodologists serving as consultants and data experts familiar with data linkage).

    d. A detailed proposed project timeline with expected milestones and level of staff effort for each phase of work.

    e. List of any previous and current BJS awards to the applicant organization and investigator(s), including the BJS-assigned award numbers and a brief description of any scholarly products that resulted in whole or in part from work funded under the BJS award(s).

    f. Letters of cooperation/support or administrative agreements from organizations collaborating in the project, such as universities, lawyers, justice agency personnel, or other membership groups (if applicable).

List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable).

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide resumes 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

Please refer to the Additional Application Components section for further detail on requirements of what should be submitted in JustGrants

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.

Bibliography/reference

Please refer to the Additional Application Components section for further detail on requirements of what should be submitted in JustGrants.

Any Tools/Instruments, Questionnaires, Tables/Charts/Graphs, or Maps

Please refer to the Additional Application Components section for further detail on requirements of what should be submitted in JustGrants.

List of Individuals in the Application

Please refer to the Additional Application Components section for further detail on requirements of what should be submitted in JustGrants.

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 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 **June 6, 2023, at 8:59 PM ET**.

The **full application** must be submitted in JustGrants by **June 13, 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]() 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]() 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), and
- 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:

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

2. Project Design and Implementation (35%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.

3. Capabilities and Competencies (40%) - evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.

4. 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.

5. 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 Assistant Attorney General, 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(s)	Data Recipient Provides
Provide accurate and timely statistics on the complete universe of prosecutor offices by administering the Census of Prosecutor Offices (CPO .	Percentage of deliverables including final reports and data files) that are completed on time. Percentage of deliverables including final reports and data files) that meet expectations. Number and variety of subject matter experts consulted.	As detailed in the solicitation deliverables section: Task 2: (1) Final CPO frame, including all inclusion/exclusion criteria and data sources used to verify the frame, and (2) draft Office of Management and Budget (OMB) generic clearance materials to cover frame verification in Task 2 and cognitive testing of the questionnaire in Task 3. Task 3: 1) Draft CPO questionnaire and preliminary marketing plan, (2) expert review and revision of the draft questionnaire and marketing plan, (3) cognitive testing of the CPO questionnaire, (4) detailed report outlining the cognitive test and any recommended changes to the CPO questionnaire, and (5) a final questionnaire, in both written and web-programmed forms. Task 4: (1) Draft materials for full OMB PRA clearance.
Field the Census of Prosecutor Offices	Achieve a 95% survey response rate. Develop and maintain a web-based reporting system that meets BJS's standards for effectiveness and efficiency. Percentage of deliverables including final reports and	Conduct data collection and nonresponse follow-up as detailed in the solicitation deliverables section to include the following: Task 5: (1) Data collection outreach plan and timeline, (2) progress reports of outreach and response rates, including any adjustments to the data collection plan or timeline, (3) written plan for data processing, and (4) preliminary data files in the format specified in the data management

	data files) that are completed on time.	plan when 50% and 75% response rates are reached.
	Percentage of deliverables including final reports and data files) that meet expectations.	Provide response rate data to include: Number of offices participating in the survey. Number of offices that responded to the survey. Number of offices submitting the survey at different times during the collection (e.g., after different outreach prompts or reminders).
Provide statistical support to BJS to strengthen research and data collection activities.	Percentage of deliverables including final reports and data files) that are completed on time.	Task 6: (1) Final unadjusted and adjusted data files and supporting documentation, and (2) Final project report.
	Percentage of deliverables including final reports and data files) that meet expectations.	Task 1: 1) Program timeline, (2) communications strategy, (3) kickoff and bi-weekly meetings, and (4) performance reports.
	Quality of project management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs were maintained within approved funds.	

Application Checklist

FY 2023 Census of Prosecutor Offices

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 $700,000.

***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:

- a submission receipt
- a validation receipt
- a grantor agency retrieval receipt
- an agency tracking number assignment

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

- Contact 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](#))

- Disclosure of Process related to Executive Compensation (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 resource 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.