

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



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## FY 2023 Campus Climate Survey

**Assistance Listing Number #** 16.734

**Grants.gov Opportunity Number:** O-BJS-2023-171772

**Solicitation Release Date:** May 25, 2023

**Step 1: Application Grants.gov Deadline:** July 25, 2023 8:59 PM ET

**Step 2: Application JustGrants Deadline:** August 01, 2023 8:59 PM ET

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### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) seeks applications for funding to develop a survey instrument regarding postsecondary student experiences with domestic violence, dating violence, sexual assault, sexual harassment, and stalking.

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 [AskBJS@usdoj.gov](mailto:AskBJS@usdoj.gov) and include FY2023CCS 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](mailto: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](https://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](mailto: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

Overview	1
Contact Information	2
Submission Information	2
Program Description	7
Overview	7
Statutory Authority	7
Specific Information	7
Goals, Objectives, and Deliverables	8
Evidence-Based Programs or Practices	14
Information Regarding Potential Evaluation of Programs and Activities	14
Federal Award Information	15
Awards, Amounts and Durations	15
Continuation Funding Intent	15
Availability of Funds	15
Type of Award	16
Financial Management and System of Internal Controls	16
Budget Information	16
Cost Sharing or Matching Requirement	16
Pre-agreement Costs (also known as Pre-award Costs)	16
Limitation on Use of Award Funds for Employee Compensation: Waiver	16
Prior Approval, Planning, and Reporting of Conference/Meeting/ Training Costs	16
Costs Associated with Language Assistance (if applicable)	16
Information System Security and Privacy Requirements	17
Standards for Providing Information Technology and Publishing Support to BJS	18
Eligibility Information	19
Application and Submission Information	20
Content of Application Submission	20
Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov	20
Standard Applicant Information (JustGrants 424 and General Agency Information)	21
Proposal Abstract	21
Proposal Narrative	21

Goals, Objectives, and Deliverables	22
Budget and Associated Documentation	23
Budget Worksheet and Budget Narrative (Web-based Form)	23
Pre-agreement Costs (also known as Pre-award Costs)	23
Indirect Cost Rate Agreement (if applicable)	23
Consultant Rate	23
Limitation on Employee Compensation; Waiver	24
Financial Management and System of Internal Controls	24
Questionnaire (including applicant disclosure of high-risk status)	
Disclosure of Process Related to Executive Compensation	24
Memoranda of Understanding (MOUs) and Other Supportive Documents	24
Additional Application Components	24
Curriculum Vitae or Resumes	24
Tribal Authorizing Resolution	25
Timeline Form	25
Research and Evaluation Independence and Integrity Statement	25
Human Subjects Protection	25
Privacy Certificate	25
Disclosures and Assurances	26
Disclosure of Lobbying Activities	26
DOJ Certified Standard Assurances	26
Applicant Disclosure of Duplication in Cost Items	26
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing	
Applicant Disclosure and Justification - DOJ High Risk Grantees	27
How to Apply	27
Submission Dates and Time	28
Experiencing Unforeseen Technical Issues Preventing Submission of an Application	28
Application Review Information	29
Review Criteria	29
Review Process	30
Federal Award Administration Information	31
Federal Award Notices	31
Administrative, National Policy, and Other Legal Requirements	31
Information Technology Security Clauses	31
General Information about Post-Federal Award Reporting	31

Requirements	
Federal Awarding Agency Contact(s)	32
Other Information	32
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	32
Provide Feedback to OJP	32
Performance Measures	32
Application Checklist	35
Standard Solicitation Resources	38

## 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 develop a survey instrument regarding postsecondary student experiences with domestic violence, dating violence, sexual assault, sexual harassment, and stalking.

### Statutory Authority

20 U.S.C. §1161I–6

34 U.S.C. §10132

### Specific Information

As part of the [Violence Against Women Act Reauthorization Act of 2022, §1161I–6. Online survey tool for campus safety](#) directs that the “Secretary of Education, in consultation with the Attorney General, the Director of the Centers for Disease Control and Prevention, the Secretary of Health and Human Services, and experts in domestic violence, dating violence, sexual assault, sexual harassment, and stalking, shall develop, design, and make available through a secure and accessible online portal, a standardized online survey tool regarding postsecondary student experiences with domestic violence, dating violence, sexual assault, sexual harassment, and stalking.”

BJS seeks support to develop a survey instrument that can be used by the Department of Education (ED) to accomplish this work. BJS will coordinate with ED throughout the development process to ensure final deliverables align with priorities for future implementation. BJS has already conducted significant research on this topic and developed several resources that will inform this project. More information can be found on the [BJS website](#) and several products are highlighted below.

- BJS published [Campus Climate Survey Validation Study: Final Technical Report](#), which describes findings from a pilot test that was conducted to develop a draft [campus climate survey](#) that collects school-level data on sexual victimization of undergraduate students.
- BJS administers the [Supplemental Victimization Survey](#) as a rotating supplement to the National Crime Victimization Survey. This survey asks persons age 16 or older about their experiences with stalking during the preceding 12 months and collects information on the demographic characteristics of stalking victims.
- BJS has conducted extensive research and testing on rape and sexual assault victimization through the multi-year [instrument redesign](#) efforts.

## Goals, Objectives, and Deliverables

### Goals

The goal of this project is to develop a final survey instrument and necessary supporting materials that meet statutory and technical requirements. Development of a survey methodology for administration of the instrument is outside the scope of this project. These materials will be used by ED in planning and implementation activities related to this effort.

### 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.

### 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:

a. 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. The meeting may include a discussion on tasks, deliverables, timelines, budget estimates, methodologies to be employed, anticipated challenges, potential solutions, and other relevant topics.

- 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.



- 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 this discussion. Based on feedback from the kickoff meeting, the summary memo, and consultation with PM, the awardee shall refine and clarify the proposed work plan, including tasks, schedules, and deliverables.

b. Stakeholder meeting(s), as directed by BJS and in consultation with ED. These will involve meetings with relevant experts and stakeholders. Applicants should budget for at least two virtual stakeholder meetings.

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

- i. semiannual reports on the status of the award, deliverables, and expenditures uploaded into the DOJ JustGrants System
- ii. quarterly financial reports in the DOJ JustGrants System
- iii. monthly, written reports that update the status on areas such as tasks, timeline, and expenditures
- iv. during any data collection, reports on the status of sample collection and paradata, such as the number of interviews worked per reporting period, response rates, field costs, etc.

**e. Decision memos:** Project documentation and continuity are critical for any award, particularly for programs with concurrent tasks, awards that require multi-year 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 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, or 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, etc.).

**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 CFR § 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](#).

*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) semiannual 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, (5) memos for key project decisions and changes and memo log, and (6) a DMP due within 60 days of award start date.

**Task 2: Assess the current state and develop draft instrument.** The awardee will conduct a thorough review of the statutory requirements described in [Violence Against Women Act Reauthorization Act of 2022, §11611–6. Online survey tool for campus safety](#), the most recent draft instrument, other campus climate instruments in the field, and other relevant research that BJS has conducted (which will be shared upon award). The awardee will engage with stakeholders to collect feedback throughout this task. Applicants are encouraged to propose an approach for this stakeholder engagement in addition to the meetings described under Task 1c. Based on this review, the awardee will provide an assessment of gaps that must be addressed to comply with the legislation and recommendations on areas of the instrument for improvement. Within four months, the awardee will deliver a draft report of findings and recommendations. Based on these findings and in consultation with BJS, the awardee will develop a draft instrument for cognitive testing. To maximize flexibility and limit burden, BJS and ED are interested in exploring a modular design approach for this instrument.

**Task 3: Prepare generic Office of Management and Budget (OMB) clearance package(s) and Institutional Review Board (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.

**Task 4: Conduct cognitive testing.** The awardee will draft the cognitive testing administration materials (including a testing protocol and script, all related communication, and the instrument). Once a revised instrument has been developed, the instrument will go through two rounds of cognitive testing. Cognitive testing 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 cognitive testing findings. BJS anticipates testing to be completed with approximately 25–30 respondents in each round.

Applicants should consider methods of recruiting respondents that reflect the full range of post-secondary schools, including universities, colleges, trade schools, and vocational schools. Previous testing efforts have focused on universities and colleges, so it will be important to focus on all types of post-secondary students in this testing phase.

Once testing is complete, the awardee will prepare a summary report on the findings, recommended revisions to the instrument, and a final version of the instrument.

**Task 5: Develop pilot testing approach and conduct a pilot test.** Prior to full-scale implementation and contingent on funding, BJS will conduct a pilot of the survey. Applicants are encouraged to propose a plan that builds on previous testing efforts, rather than simply replicating past testing work. Applicants should consider what additional testing is necessary to ensure pertinence of the instrument to all post-secondary schools. Priority should be placed on maximizing the breadth of institution types to comprehensively test operational procedures. The pilot will not be used to produce campus-level estimates. BJS anticipates that incentives will be used to encourage participation. Postsecondary education is defined as “the provision of formal instructional programs with a curriculum designed primarily for students who have completed the requirements for a high school diploma or equivalent. This includes programs of an academic, vocational, and continuing professional education purpose, and excludes avocational and adult basic education programs. The awardee will work with BJS and ED to identify and recruit institutions to participate in the pilot. For budgeting purposes, applicants should assume that 10 to 15 institutions will be in the pilot and that institution-level estimates of key indicators are not a purpose of the pilot. The awardee will develop a communications plan for initial outreach to students within the selected institutions as well as non-response follow-up throughout the study period. All survey materials will be in English. During data collection, the awardee will deliver production reports every 2 weeks that include paradata monitoring the indicators of cost, participation, and data quality and completeness. The pilot will be administered in the [ED School Climate Surveys \(EDSCLS\)](#) platform or similar system that uses open-source software.

**Task 6: Prepare full OMB Clearance materials for a pilot test.** 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.

**Task 7: Analyze results, prepare a report of key findings, and present briefing of the project findings.** The awardee will prepare the data for analysis by cleaning and

verifying the accuracy of all data. If response rates are under 80%, the awardee will conduct and write up a robust non-response bias assessment summarizing findings on non-response 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 staff from BJS and ED on key project findings through an in-person or virtual presentation.

**Task 8: Develop public-use and/or restricted-use data files, codebook, and documentation necessary for archiving at the National Archive of Criminal Justice Data (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 calculated included in the data file. The data will be delivered in a commonly used statistical software package (SPSS, SAS, or Stata). The data file and codebook will meet the NACJD's standards and formatting requirements, and the awardee will work directly with the archive staff to answer questions and ensure that the data and documentation are sufficient.

**Task 9: Develop a plan for instrument programming and usability testing.** ED will use their [EDSCLS](#) platform for full-scale survey administration. To support ED, the awardee will prepare a plan for programming the draft instrument into a format that can be used by ED. This may include development of instrument specifications and other supporting documentation necessary for a successful transition to the ED platform. The awardee will also prepare a plan for usability testing that ED can implement on its EDSCLS platform prior to administering the survey. The purpose of the usability test is to ensure the online instrument functions as intended and are clear to respondents.

**Task 10: Develop training materials and implementation toolkit.** ED currently plans to leverage an existing platform to administer the survey to students at post-secondary schools. To support planning efforts for full-scale implementation, the awardee will

develop training materials for school administrators that may include information on data collection, data analysis, and data submission requirements to ED. The awardee will also develop materials for respondents, such as brochures, fact sheets, frequently asked questions, and resources for victims. All materials must be written in clear and plain English accessible to a lay audience without jargon or grammatical or typographical errors. The final versions must be 508 compliant and include an editable version of all files.

### Deliverables

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

<b>Task</b>	<b>Deliverable</b>	<b>Deadline</b>
Task 2: Assess the current state and develop draft instrument	Summary of findings and recommendations	Within three months of the award start date or as specified in the revised work plan
	Draft instrument	Within three months of the award start date or as specified in the revised work plan
Task 3: Prepare generic OMB clearance package(s) and IRB protocols	Generic clearance package to cover cognitive interviews and usability testing	Within six months of the award start date or as specified in the revised work plan
Task 4: Conduct cognitive testing	Summary of findings, recommended revisions to the instrument, and a final version of the instrument	Within nine months of the award start date or as specified in the revised work plan
Task 5: Develop pilot testing approach and conduct pilot	Plan for a pilot test	Within nine months of the award start date or as specified in the revised work plan
	Production reports every 2 weeks that include paradata monitoring the indicators of cost, participation, and data quality and completeness	Every 2 weeks during data collection
Task 6: Prepare full OMB Clearance materials for a pilot test	30- and 60-day notices, input on the supporting statements, the questionnaire, and draft	Within fifteen months of the award start date or as specified in the revised work plan

	outreach materials	
Task 7: Analyze results, prepare a report of key findings, and present briefing of the project findings	Final report summarizing the pilot administration, key methodology, findings, and recommendations for full-scale administration	Within 24 months of the award start date or as specified in the revised work plan
	Briefings	As determined by the PM
Task 8: Develop public-use and/or restricted-use data files, codebook, and documentation necessary for archiving at NACJD	Pre-processed data file that includes all variables collected	Within 24 months of the award start date or as specified in the revised work plan
	Clean public-use data file that includes all final variables of interest	Within 24 months of the award start date or as specified in the revised work plan
	Final codebook in the format required for archiving at the NACJD	Within 24 months of the award start date or as specified in the revised work plan
Task 9: Develop a plan for instrument programming and usability testing	Plan for instrument programming and usability testing	Within 36 months of the award start date or as specified in the revised work plan
Task 10: Develop training materials and implementation toolkit	Training materials and implementation toolkit	Within 36 months of the award start date or as specified in the revised work plan

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

\$900,000

##### Period of Performance Start Date

10/1/23

##### Period of Performance Duration (Months)

36

##### Anticipated Total Amount to be Awarded Under Solicitation

\$900,000

##### Additional Information

\$300,000 initially, to develop the instrument; \$600,000 for pilot testing, if BJS decides to do so; up to \$900,000 total.

##### 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**

Applicants should submit a budget for 36 months and for no more than \$900,000 that is fully responsive to what is outlined in the Goals, Objectives, and Deliverables section of this solicitation. Applicants should budget \$300,000 for the development of the instrument. If BJS decides to pilot test the instrument, \$600,000 may be awarded for pilot testing.

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 CFR Part 22.2), direct PII, e.g., names, Social Security numbers, last-known addresses, or FBI, state, or department of corrections (DOC) ID numbers), and other non-public data.

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

- comply with the data security and confidentiality provisions detailed in 28 CFR 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, 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 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 15 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. Description of the Issue OR Statement of the Problem if research is involved

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 needed to accomplish the goals and objectives of the project. Describe the staff's subject matter and technical expertise. 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 CCS. Demonstrate that project team has the relevant subject matter and survey methodology expertise. 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](http://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.

### Objectives

Applicants 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 Resumes**

The applicant shall submit résumés for the proposed personnel. Each résumé shall provide sufficient information about the individual’s experience, education, and qualifications to conduct the work. Résumés are limited to three (3) pages for each proposed staff.



At a minimum, the following information must be provided in each résumé:

- Individual's full name.
- Current job title and employer.
- Education, including degrees achieved.
- Employment status, including whether the individual is currently employed by the recipient of funds or subrecipient. (Also include a letter of commitment signed by each individual who is not an employee of the recipient of funds or subrecipient, to show the individual has agreed to work pending the award. Letters of commitment are not included in the page limit.
- Dates (in MM/YYYY format) and the company name for which the relevant work was performed, including specific results and/or returns on investment.

### **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.

### **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](mailto: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 **July 25, 2023, at 8:59 PM ET**.

The **full application** must be submitted in JustGrants by **August 1, 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](mailto:support@grants.gov).

- JustGrants - contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto: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](mailto:grants@ncjrs.gov) and [AskBJS@usdoj.gov](mailto:AskBJS@usdoj.gov) at the BJS 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 [AskBJS@usdoj.gov](mailto:AskBJS@usdoj.gov) at the BJS 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 (20%) - 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 (15%) - 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 the solicitation cover page.

### 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
Develop a draft instrument that takes current research and lessons from previous work into account.	Percentage of deliverables completed on time.  Percentage of deliverables that meet expectations.	As detailed in the solicitation:  Task 2: Summary of findings and recommendations  Task 2: Draft instrument
Provide support preparing the OMB materials needed for different stages of the project. Prepare IRB protocols if necessary.	Percentage of deliverables completed on time.  Percentage of deliverables that meet expectations.	As detailed in the solicitation:  Task 3: Generic clearance package to cover cognitive interviews and usability testing



		Task 6: Full OMB Clearance materials for a pilot test, including 30- and 60-day notices, input on the supporting statements, the questionnaire, and draft outreach materials for pilot test
Conduct testing to inform instrument and survey design	Percentage of deliverables completed on time.  Percentage of deliverables that meet expectations.	As detailed in the solicitation:  Task 4: Summary of findings, recommended revisions to the instrument, and a final version of the instrument based on cognitive testing.  Task 5: Biweekly production reports that include paradata monitoring the indicators of cost, participation, and data quality and completeness based on pilot test
Analyze results, prepare a report of key findings, and present briefing of the project findings	Percentage of deliverables completed on time.  Percentage of deliverables that meet expectations.	As detailed in the solicitation:  Task 7: Final report summarizing the pilot administration, key methodology, findings, and recommendations for full-scale administration  Task 7: Briefings
Develop public-use and/or restricted-use	Percentage of deliverables completed	As detailed in the solicitation:

<p>data files, codebook, and documentation necessary for archiving at NACJD</p>	<p>on time.</p> <p>Percentage of deliverables that meet expectations.</p>	<p>Task 8: Pre-processed data file that includes all variables collected</p> <p>Task 8: Clean public-use data file that includes all final variables of interest</p> <p>Task 8: Final codebook in the format required for archiving at the NACJD</p>
<p>Develop plans and materials for testing and analysis</p>	<p>Percentage of deliverables completed on time.</p> <p>Percentage of deliverables that meet expectations.</p>	<p>As detailed in the solicitation:</p> <p>Task 5: Plan for pilot test</p> <p>Task 9: Plan for instrument programming and usability testing</p> <p>Task 10: Training materials and implementation toolkit</p>

## Application Checklist

### **FY 2023 Campus Climate Survey**

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/financialguidedo/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 \$900,000

### **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**

*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 BJS or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or [support@grants.gov](mailto: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)

#### 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](mailto: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.

