

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



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## FY 2023 Census of Jails 2024

**Assistance Listing Number #** 16.734

**Grants.gov Opportunity Number:** O-BJS-2023-171769

**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 web-based survey to collect 2024 Census of Jails (COJ) data from approximately 2,900 local jails and to process and deliver the data to BJS. This program furthers the DOJ's mission by gathering critical criminal justice data from local jails and federal detention facilities and providing these data to support innovative strategies to handle the challenges confronting the criminal justice system.

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

An applicant entity may submit more than one application, if each application proposes a different project in response to the solicitation. Also, an entity may be proposed as a subrecipient (subgrantee) in more than one application.

BJS may elect to fund applications submitted under this FY 2023 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

## Contact Information

For assistance with the requirements of this solicitation, contact Zhen Zeng, BJS Statistician, at 202-307-0765 or by email at [AskBJS@usdoj.gov](mailto:AskBJS@usdoj.gov) with "FY2023COJ24" 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.

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## Program Description

### Overview

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

With this solicitation, BJS seeks to fund the collection of 2024 Census of Jails (COJ) data. The award recipient will update BJS's jail frame, develop a web-based instrument, and collect, process, and deliver the COJ datasets. The recipient will also be responsible for conducting related activities to increase the response rate and improve data quality.

### Statutory Authority

34 U.S.C. § 10132

### Specific Information

Since 1970, BJS has been conducting the COJ every 5 or 6 years to collect data on jail facilities and the inmate populations they supervise. The last COJ was conducted in 2019 and collected data from approximately 2,900 local jails. The COJ is BJS's most comprehensive collection of jail data and provides the sampling frame for BJS's jail surveys such as the Annual Survey of Jails (ASJ), the Survey of Inmates in Local Jails, and the National Inmate Survey.

The COJ produces statistics on jail population size and characteristics, including 1-day custody counts, inmate counts by sex, race, and Hispanic origin, U.S. citizen and non-U.S. citizen counts, juvenile counts, counts of inmates supervised outside a jail facility, inmate counts by conviction status, holds for federal and state prison authorities, admissions, releases, and average daily population. The COJ uses a midyear reference date and collects total and disaggregated counts of jail inmates held on the last weekday in June. Admissions, releases, and average daily population are collected for the 12-month period ending on the last weekday in June.

The COJ also collects data on facility characteristics and jail programs. Facility characteristics such as rated capacity, facility functions, and counts of employed staff are regularly collected in the COJ. Information on other topics such as characteristics of jail staff, jail expenditures, and work programs are collected on a rotational basis to limit respondent burden. Past COJ instruments are available from BJS and the National Archive of Criminal Justice Data (NACJD).

During the 2024 COJ collection, BJS plans to administer two topical modules: the opioids module and the maternal health module. The opioids module was introduced in the 2019 COJ to measure the effects of the opioid epidemic on local jails and jail responses to the epidemic. BJS plans to repeat the opioids module in 2024 to examine how screening and treatment practices for opioid use disorder and withdrawal have changed in local jails from 2019 to 2024. The maternal health module will collect data on the health care

services that jails provide to incarcerated pregnant women and pregnancy outcomes. BJS conducted a feasibility study on collecting maternal health data in 2022 and plans to cognitively test the module in 2023. BJS will work with the recipient of funds to determine if and how to administer both topical modules as part of the 2024 COJ.

The universe of the COJ consists of all local jails (including county, city, regional, and privately operated jail facilities) and 12 Federal Bureau of Prisons (BOP) detention facilities that function as jails. The jail universe does not include tribal jails, which are included in BJS's Survey of Jails in Indian Country. The combined jail and prison systems in Alaska, Connecticut, Delaware, Hawaii, Rhode Island, and Vermont are excluded from the COJ and included in BJS's National Prisoner Statistics program.

For data collection purposes, BJS defines local jails as confinement facilities operated under the authority of a sheriff, police chief, or county or city administrator that hold inmates beyond arraignment, usually for a period exceeding 72 hours. Temporary holding facilities such as drunk tanks and police lockups that do not hold persons after they have been formally charged in court are excluded from the COJ.

As of midyear 2019, there were 2,911 active local jail operators (i.e., reporting units) in the United States. While most of these reporting units operated a single jail facility, about 5% of them operated multiple facilities at different locations. The COJ is administered to jail reporting units, collecting most data elements at the reporting-unit level but a small number of data elements at the facility level. For example, during the 2019 COJ, reporting units operating multiple facilities provided inmate counts by sex and juvenile status, rated capacity, and facility functions separately for each facility they operated and the remaining data elements for all their facilities combined.

## **Goals, Objectives, and Deliverables**

### **Goals**

The COJ is a primary source for data on jail population, facility characteristics, and jail programs in the United States. It also provides the jail frame for BJS jail establishment surveys and inmate surveys. The goals of the 2024 COJ data collection are to—

- update BJS's jail frame by verifying eligibility status of all agencies on BJS's current jail frame and identifying eligible jails that are not on the frame
- collect high-quality data from local jails through effective outreach and follow-up activities
- process and deliver the COJ dataset to BJS.

### **Objectives**

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

#### **Objective 1. Meet BJS data security requirements**

The award recipient will maintain data securely and confidentially in accordance with 28



C.F.R. Part 22. The recipient is required to develop and maintain a BJS-approved data management plan (DMP). The DMP should provide general program information and describe the specific procedures by which the data collected under BJS's authority for the project will be acquired, received, handled, processed, stored, transferred, and disposed of after 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 controls in place to protect data security and confidentiality.

The award recipient will complete the DMP in collaboration with the BJS Program Manager and must submit it to BJS for review and approval no later than 60 days after the award start date. The award recipient must maintain an updated version of its DMP throughout the program period and must receive written BJS approval prior to making changes to the approved plan. The award recipient must submit, as applicable, an updated copy of the DMP for review with its semi-annual performance reports and at any time upon the request of BJS.

## **Objective 2. Conduct activities in preparation for administration of the 2024 COJ**

2.1 The award recipient will prepare the 2024 COJ data collection instrument in Word and fillable PDF formats. It will make and implement suggestions on questionnaire design to reduce errors and nonresponse.

2.2 The award recipient will officially consult with an internal Institutional Review Board (IRB) or the OJP IRB to review the COJ data collection to ensure protection of human subjects.

2.3 The award recipient will develop, test, and implement a web-based data collection tool that minimizes burden in data submission. The website must be developed with nonproprietary software available to the government and industry, in compliance with the government's desire for portability in applications. BJS retains all rights to the source code used to produce the website. The website will—

- implement a user-friendly interface for data collection that is based on proven methods for enhancing responses and reducing burden
- build in server-based error-checking mechanisms that check data ranges and compare reported data (key items only) against recent data from the same jails based on their ASJ or COJ form (e.g., compare 2024 and 2023 midyear populations) and across related items (e.g., compare 2024 midyear population with rated capacity) to minimize the need for follow-up contact
- allow respondents to print a blank PDF form for preview or data entry
- allow respondents to save partial entries and complete data submission in multiple sessions
- allow respondents to save a PDF version of the completed survey form that reflects their data as entered
- allow BJS staff to view individual respondents' data and download a partial or full COJ data file

- allow BJS staff to track nonresponse follow-up (NRFU) and data quality follow-up (DQFU) activities for individual respondents
- require user authentication for most functions, including submitting data and viewing respondents' data.

BJS will review and approve website functionalities and user interface proposed by the award recipient. Furthermore, BJS will conduct a usability test of the web tool. In addition to the time for internal testing, the award recipient should allow 6 weeks for BJS testing and implementation of requested modifications. While the web-based tool will be the primary means for data submission, in development of this plan, the award recipient should also consider PDF and handwritten submissions of survey data.

2.4 The award recipient will recruit and train staff prior to data collection, ensuring there is a sufficient number of staff to complete the data collection on time. Before fielding the survey, the recipient will provide a staffing plan for BJS review.

The award recipient will develop all training materials to ensure that the staff contacting jails for frame updates and survey follow-ups are familiar with the instrument and data collection process. Staff should be trained on how to handle common issues and how to ask proper follow-up questions in the field.

The recipient will deliver the training materials to the BJS Program Manager for review and approval 4 weeks before data collection starts. These materials include manuals, slides, and additional materials developed to address issues that arise during data collection.

The recipient will ensure that all project staff assigned successfully complete the training program and will receive additional guidance and training if necessary for new methods or procedures instituted after data collection has begun.

### **Objective 3. Update the jail frame and conduct point of contact verification**

The COJ universe consists of the nation's jail facilities, including all county, city, and regional jails; BOP detention centers; and privately operated jail facilities. The award recipient will update BJS's latest jail frame (based on the 2019 COJ) for the 2024 COJ collection, ensuring that all jail facilities eligible for the 2024 COJ are included. Efforts to update the jail frame shall include but are not limited to—

- conducting web searches
- cross-referencing BJS's jail frame against available jail directories maintained by other organizations
- checking status changes of jails that previously reported closure
- contacting local and state governments, law enforcement agencies, and local jails as needed to inquire about the status and functions of their facilities.

To ensure effective communication with jails and accurate data collection, the recipient will also contact jails to verify and update contact information. The verification may be conducted over the phone or on the web and should be completed 2 months before starting data collection. During the verification process, the recipient should obtain (1) the name, title, and contact information of the person designated by the jail to respond to the COJ and (2) up-to-date jail facility information to determine eligibility for the collection. In addition to updating the active jail list, the recipient should document closures of jail facilities, identifying the reason and circumstances of their status change (e.g., whether the facility temporarily or permanently closed or merged with another facility and which agency took its inmates) for future reference. During the project performance period, the recipient should record changes in jail eligibility status and points of contact and provide the up-to-date jail frame and contact list if BJS requests them.

The award recipient should develop a plan for updating the jail frame, contact list, and eligible facility list at the beginning of the project. The plan will be reviewed and approved by BJS. BJS will apply for Office of Management and Budget (OMB) generic clearance for the recipient to conduct the activities listed under this plan.

#### **Objective 4. Conduct data collection and perform quality assurance activities**

4.1 The award recipient will prepare respondent correspondence that will include data collection prenotification, launch, reminder, thank-you, and collection closeout letters or emails. The award recipient should recommend strategies supported by current research to maximize the response rate while reducing burden. The final version of respondent correspondence will be included in the OMB package.

The recipient will initiate data collection with a prenotification letter mailed out about 2 weeks before the COJ midyear reference date, followed by an email sent soon after the reference date to announce the launch of the data collection.

4.2 The award recipient will develop and implement a monitoring system for real-time tracking of data submissions. It will track respondent status and survey progress, including but not limited to correspondence, dates of contact, mode of data submission (i.e., web, email, or mail), initial date of submission, and date of completion.

The recipient will generate summary reports on the status of the collection, including unit and item response rates, reasons for nonparticipation (e.g., facility was out of scope or refused to participate), data quality issues awaiting resolution, NRFU and DQFU contact status, and other information to be determined in conjunction with BJS. The recipient will continuously update this information and provide weekly summary reports to BJS during the period of data collection. The recipient will also maintain electronic copies of notes from respondents that address issues related to their data submission.

4.3 The award recipient will produce high-quality reliable data through effective follow-up activities. Based on experience, BJS expects to achieve a survey participation rate of 93% or higher, nearly 100% item response rates for key survey items (e.g., 1-day population counts and rated capacity), and item response rates of 92% or higher for other items for the 2024 COJ data collection.

The recipient will draft a survey administration plan, outlining how the survey will be fielded and the steps that will be taken to encourage jail participation. Nonresponse follow-up activities typically include email reminders, customized email and phone calls, postcards, and registered mail. The survey administration plan will be submitted to BJS for review and be included in the OMB package. After data collection starts, the recipient may modify the plan as needed with BJS approval. If there are substantive changes to the survey administration after OMB approval, the recipient will assist BJS with revising and resubmitting the OMB clearance request.

The recipient will also develop protocols for data quality assessment and follow-up. Within 2 weeks of receipt of data, the award recipient will complete the review, assessment, and edit checks. Cases with missing items or potential errors will go through the DQFU process by email or phone call in a timely fashion to ensure early resolution.

#### **Objective 5. Produce an analysis-ready data file and supporting documentation**

5.1 The award recipient will deliver a data processing plan, describing proposed procedures of data editing (e.g., adjusting for internal inconsistency and out-of-range values), missing data imputation, and nonresponse weighting. After BJS approves the plan, the recipient will develop computer code to implement the approved procedures in statistical software such as SAS, STATA, SPSS, or R.

5.2 The recipient will deliver to BJS final data files, including a final COJ raw data file, an analytic COJ data file, and a jail frame file. The raw data file will include all unmodified data jails reported to the 2024 COJ, including information that jails provided in text boxes. The analytic data file will include adjusted and imputed survey data, edit flags, and final weights. The jail frame file will include complete lists of reporting units and facilities with contact information and reported or imputed inmate counts at the facility level (for sampling purposes). All data files will be prepared in BJS requested formats.

The raw data file will be delivered when data collection is complete; the analytic data file and jail frame will be delivered 2 months after data collection is completed. Along with the data files, the award recipient will deliver codebooks and a methodology report that describes procedures used in data editing, weighting, and imputation, accompanied by annotated computer code. The codebook should include all variable and value labels and summary statistics such as frequencies or means for each variable.

5.3 The recipient will prepare a public-use version of the 2024 COJ data file and

documentation for NACJD. The public-use file will be based on the clean 2024 COJ data file; however, BJS may decide to mask certain variables to protect data confidentiality. Documentation will be based on the 2019 COJ NACJD codebook, updated with 2024 collection information. This comprehensive codebook will provide general information on the COJ series, describe 2024 COJ specific information, including response rates and data quality issues that may affect usability of the data; and list agencies that did not respond to the 2024 COJ.

## **Objective 6. Implement effective project management and communication with BJS**

6.1 The award recipient will develop a detailed timetable of project activities that includes each task and deliverable identified in this solicitation. For project planning purposes, the recipient may assume the following general timeline:

- Project starts October 1, 2023, at which point BJS will have developed the COJ questionnaire
- BJS submits the OMB application for the COJ national data collection and obtains OMB generic clearance for the jail frame update and contact verification by November 30, 2023
- The award recipient conducts the jail frame update and contact verification November 1, 2024 to April 30, 2024
- Data collection starts July 1, 2024 and ends December 31, 2024
- Data files are delivered 2 months after data collection is completed
- Project ends June 30, 2024.

6.2 The award recipient will schedule and hold a kickoff meeting within 2 weeks of the project start date to discuss project plan and details.

6.3 The award recipient will schedule and hold monthly video or telephone meetings with the BJS Program Manager and relevant staff to discuss project progress and issues with data collection and processing.

6.4 The award recipient will deliver monthly progress reports to BJS. The reports will summarize activities completed in the prior month, those planned for the upcoming month, and any anticipated changes to the schedule. They should also include, by each task, monthly expenditures, cumulative expenditures, and remaining budget. The award recipient will provide expenditures and budget information at the subtask level upon request. Semi-annual reports will cover a 6-month period and will follow the same format as the monthly progress report. Semi-annual reports will be submitted to the BJS Program Manager through JustGrants.

6.5 The award recipient will prepare a report to summarize the performance of the 2024 COJ data collection and make recommendations for future data collections. The report should analyze survey response and item response rates; evaluate the effectiveness of

follow-up activities; discuss collection issues and data problems; and make recommendations on questionnaire design, survey administration, and data processing for future COJ collections.

### **Objective 7. Delivery of all project materials**

All data and source code generated by this project belong to BJS. BJS retains all rights to exclusive data use until it releases the public-use data file, which will be available at NACJD or the OJP-designated archiving agent.

The recipient will not release or disclose any data collected through this cooperative agreement without BJS's prior written approval. This includes, but is not limited to, presentations at professional conferences and meetings, press releases, and grant applications. Unauthorized release of data by the recipient or its associates may result in the immediate commencement of termination or suspension proceedings in accordance with 28 C.F.R. Part 18. The recipient will transfer all project materials, including code, database, website application, and project files, to BJS toward the end of the project period.

### **Deliverables**

**Deliverable 1. A project plan with a task list, timeline, and staff list by October 15, 2023**

**Deliverable 2. A jail frame update plan and fillable PDF survey form by November 15, 2023**

**Deliverable 3. A DMP by November 30, 2023**

The recipient of funds is required to develop and maintain a BJS-approved DMP. The DMP should provide general program information and describe the specific procedures by which data collected under BJS's authority for the program will be collected or acquired, received, handled, processed, stored, transferred, and disposed during the award period. For programs including information identifiable to a private person or personally identifiable information (PII), the DMP should complement the information provided in the Privacy Certificate (28 C.F.R. § 22.23) to describe data security and confidentiality controls. The recipient of funds will complete the DMP in collaboration with the BJS Program Manager and must submit it to BJS for review and approval no later than 60 days after the award start date. The award recipient must maintain an updated version of its DMP throughout the program period and receive written BJS approval before changing the approved plan. The award recipient must submit, as applicable, an updated copy of the DMP for review with its semi-annual performance reports and at any time upon BJS's request. A model DMP is available on the BJS website at [Human Subjects Protection, Confidentiality, and Data Management Plan Requirements | Bureau of Justice Statistics](#).

#### **Deliverable 4. Survey administration materials by December 31, 2023**

4.1 Nonresponse follow-up protocols

4.2 Correspondence materials

- Prenotification letter and email.
- COJ launch email.
- Data collection reminder email.
- Data collection close-out email.
- Data submission thank-you letter.

**Deliverable 5. A draft web-based data collection tool by April 15, 2024 and a final version by May 31, 2024**

**Deliverable 6. Staff training materials by May 31, 2024**

**Deliverable 7. Draft data quality follow-up protocols (with machine edits for checking missing data and errors) by May 15, 2024 and a final version by June 15, 2024**

**Deliverable 8. A draft data processing plan (for adjustment, imputation, and weighting) by July 31, 2024 and a final version by September 30, 2024**

**Deliverable 9. Monthly progress reports, quarterly financial reports, and semi-annual reports during the award period**

**Deliverable 10. Weekly data collection reports during the period of data collection**

**Deliverable 11. Data files with documentation**

- A final raw data file when data collection is completed.
- An analytic data file with adjusted and imputed data, 2 months after data collection is completed.
- A jail frame file, 2 months after data collection is completed.
- A public-use dataset, 2 months after data collection is completed.

**Deliverable 12. A final project summary and recommendations report 1 month after data delivery**

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**

\$950,000

##### **Period of Performance Start Date**

10/1/23

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

21

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

\$950,000

### **Continuation Funding Intent**

BJA 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 (DOC) 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 Office of Management and Budget 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.

For the purposes of this solicitation, "state" means any state of the United States, the

District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

**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 35 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

Describe why the collection of COJ data is necessary, supported by existing use cases and needs the collections currently address.

b. Project Design and Implementation

Describe the strategy to address the needs identified in the Description of the Issue. List the activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the program objectives and reach the program goal(s). Provide a detailed description of the method(s) to

be used to carry out each activity. Provide a timetable indicating roughly when the activities or program milestones are to be accomplished.

c. Capabilities and Competencies

Describe the applicant organization's capabilities and competencies to accomplish the goals and objectives of the project.

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 2024 COJ 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

1. Update BJS's jail frame by verifying eligibility status of all agencies on BJS's current jail frame and identifying eligible jails that are not on the frame.
2. Collect high-quality data from local jails through effective outreach and follow-up activities.
3. Process and deliver the COJ dataset to BJS.

## Objectives

1. Meet BJS data security requirements.
2. Conduct activities in preparation for administration of the 2024 COJ.
3. Update the jail frame and conduct point of contact verification.
4. Conduct data collection and perform quality assurance activities.
5. Produce an analysis-ready data file and supporting documentation.
6. Implement effective project management and communication with BJS.
7. Delivery of all project materials.

## Deliverables

1. A project plan with a task list, timeline, and staff list by October 15, 2023.
2. A jail frame update plan and fillable PDF survey form by November 15, 2023.
3. A DMP by November 30, 2023.
4. Survey administration materials by December 31, 2023.
5. A draft web-based data collection tool by April 15, 2024 and a final version by May 31, 2024.
6. Staff training materials by May 31, 2024.
7. Draft data quality follow-up protocols (with machine edits for checking missing data and errors) by May 15, 2024 and a final version by June 15, 2024.
8. A draft data processing plan (for adjustment, imputation, and weighting) by July 31, 2024 and a final version by September 30, 2024.
9. Monthly progress reports, quarterly financial reports, and semi-annual reports during the award period.
10. Weekly data collection reports during the period of data collection.
11. Data files with documentation.
12. A final project summary and recommendations report 1 month after data delivery.

## **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.

### **Additional Application Components**

The applicant will attach the additional requested documentation in JustGrants.

### **Curriculum Vitae or Resumes**

Provide resumes of key personnel.

## **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://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) 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](mailto:grants@ncjrs.gov) and [AskBJS@usdoj.gov](mailto:AskBJS@usdoj.gov) at the contact identified within 24 hours of the JustGrants deadline to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must—

- describe the technical difficulties experienced,
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded),
- include an attachment of the complete grant application and all the required documentation and materials,
- include the applicant's Unique Entity Identifier (UEI), 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 (15%) - 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 (30%) - evaluate the administrative and technical capacity of the applicant 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 (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  |
|--------------------------------------|---|--|
| Meet BJS data security requirements. | Number of deliverables completed on time. | Data security procedures.<br><br>Data collection website for COJ data that |



|   |  |   |
|---|--|---|
|   | Number of deliverables that meet expectations.   | <p>adheres to BJS data security standards and maintains data securely and confidentially in accordance with C.F.R. Part 22 both in motion and at rest.</p> <p>Updated and signed privacy certificates for all persons employed or contracted by the recipient of funds who has access to the data indicating their compliance with 28 C.F.R. Part 22.</p>   |
| Conduct activities in preparation for administration of the 2024 COJ. | <p>Number of deliverables completed on time.</p> <p>Number of deliverables that meet expectations.</p> | <p>IRB approval or waiver letter for the COJ.</p> <p>The 2024 COJ instrument in Word and PDF formats.</p> <p>Plan for updating the jail frame and verifying jail eligibility and contacts.</p> <p>Web-based data collection tool that minimizes burden in data submission.</p> <p>Collection correspondence.</p> <p>Nonresponse and data quality follow-up protocols.</p> <p>Data submission tracking and reporting system.</p> |
| Conduct COJ data collection and perform                               | Number of deliverables completed   | Updated jail frame and contact information.   |

|   |  |   |
|---|--|---|
| <p>quality assurance activities.</p>  | <p>on time.</p> <p>Number of deliverables that meet expectations.</p> <p>Achieve 93% unit response rate.</p> <p>Achieve 100% response rates for critical items and more than 92% response rates for other items.</p> | <p>Survey administration schedule.</p> <p>Weekly data collection summary reports.</p> <p>Survey and item response rates.</p>  |
| <p>Deliver high quality data files.</p>   | <p>Number of deliverables completed on time.</p> <p>Number of deliverables that meet expectations.</p>   | <p>Data processing plan with adjustment, weighting, and imputation strategies.</p> <p>Preliminary data files.</p> <p>Final data files and supporting documentation.</p> <p>Public use datafiles for archiving.</p> <p>Data quality report.</p>      |
| <p>Implement strategies to ensure good project management and communication with the BJS Program Manager.</p> | <p>Quality of project management as measured by whether significant milestones were achieved, final deadlines were met, and costs remained within approved limits.</p>   | <p>DMP.</p> <p>Project plan, including a detailed timeline.</p> <p>Kickoff meeting.</p> <p>Monthly video meetings.</p> <p>Written progress reports with project activities and expenditures.</p> <p>Project summary and recommendations report.</p> |

## Application Checklist

### **FY 2023 Census of Jails 2024**

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 \$950,000.

### **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 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

- 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](#))
- 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; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (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.