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

FY 2023 Annual Survey of Jails in Indian Country, 2024-27

Assistance Listing Number #   16.734

Grants.gov Opportunity Number: O-BJS-2023-171697

Solicitation Release Date: April 07, 2023

Step 1: Application Grants.gov Deadline: June 07, 2023, 8:59 PM ET

Step 2: Application JustGrants Deadline: June 14, 2023, 8:59 PM ET

Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Statistics (BJS) seeks applications to fund the Survey of Jails in Indian Country (SJIC). This award covers the data collection and analysis activities for reference years 2024 through 2027 and survey research and development, which will be performed from January 1, 2024, through June 30, 2028. As the primary source for criminal justice statistics in the United States, BJS is responsible for collecting, analyzing, publishing, and disseminating statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This program furthers the Department's mission by gathering critical criminal justice data from tribal jails and providing data to assist in reducing crime. The project will collect data necessary for producing annual estimates of jail population size and characteristics, including one-day custody counts, sex and age composition, conviction status, most serious offense, average daily population, admissions, releases, and turnover rates. It will also collect data on facility characteristics, including capacity to hold inmates and staffing.

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.

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 Todd Minton, BJS Statistician, by telephone at 202-307-0765, or by email at AskBJS@usdoj.gov. The subject of the email should contain "FY23SJIC."

Submission Information

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

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

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

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

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

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

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

Contents

Program Description

Overview

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

With this solicitation, The Bureau of Justice Statistics (BJS) seeks an agent to conduct data collection and related activities for the Annual Survey of Jails in Indian Country (SJIC). This award will fund the SJIC award covering the four collection cycles for reporting years 2024 through 2027. The SJIC is the most comprehensive data collection of tribal jails in the United States. Started in 1998, the SJIC describes changes in the inmate population of jails in Indian country and how these facilities are staffed and operated. The data are analyzed by government officials, correctional administrators, and researchers to understand trends in the tribal jail population and inform the practices and policies of tribal jails nationwide. More information on the data collection can be found at https://bjs.ojp.gov/data-collection/annual-survey-jails-indian-country-sjic.

Statutory Authority

34 U.S.C. § 10132

Specific Information

The SJIC collects information from all known confinement facilities, detention centers, and other correctional facilities (numbering 81 as of 2022) operated by tribal authorities or the Bureau of Indian Affairs (BIA). The SJIC collects information pertaining to jail inmate population counts, movements, and characteristics of those held in Indian country jails. Data are collected on the number of adults and juveniles held, sex of inmates, conviction status, seriousness of inmates' offenses, number of admissions and releases, number of inmate deaths, average daily population, peak population, rated capacity of facility, crowding issues, and jail staffing and training.

Data collection instruments used for the SJIC can be found at https://bjs.ojp.gov/data-collection/annual-survey-jails-indian-country-sjic#surveys-0. Data from the SJIC collection are published in an annual "Jails in Indian Country" series of bulletins, available at https://bjs.ojp.gov/data-collection/annual-survey-jails-indian-country-sjic#publications-0.

The 1998-2021 (excluding 2005 and 2006 when the SJIC was not collected) data files have been archived for public use at the National Archives of Criminal Justice Data

(NACJD) (https://www.icpsr.umich.edu/web/NACJD/series/158). The NACJD contains additional information about the collection and supporting documentation including codebooks and questionnaires.

Goals, Objectives, and Deliverables

Goals

The goals of this project are to field the survey instrument and to analyze the data it collects to produce high-quality and accurate statistics and analyses for the 2024 through 2027 iterations of the SJIC. In addition, BJS expects the award recipient to recommend enhancements for the SJIC, cognitively test revised and new questions, and field an addendum on a topic mutually agreed to by BJS and the recipient of funds to one SJIC collection year based on the survey enhancements. Survey design, data collection, and analytic activities include—

- fielding four surveys in 2024 through 2027 and one addendum during the award
- performing annual data quality follow up, as necessary, to obtain the high response rates that have been a hallmark of this collection (e.g., 100% in 2008 through 2012 and 90% or greater in 2013 through 2022).
- implementing data entry, verification, and editing procedures to complete an annual analytic dataset that will be used to prepare tables for public release.
- delivering an annual final analytic data set and documentation in a timely manner to allow for BJS analysis for the annual bulletins and for archiving the data (currently the National Archive of Criminal Justice Data (NACJD) is the designated data archiving agent).
- recommending ways to enhance the survey and cognitively test the enhancements.

Objectives

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

The recipient of funds must meet the critical objectives each year of the SJIC, as described in the "Annual Tasks" and "One-Time Tasks" below. Pending funding and budget and other clearances, the project will begin on January 1, 2024, and terminate on June 30, 2028.

A. Annual Tasks: Applicants' proposals should describe their plan for addressing the following 12 Annual Tasks. In describing their plans, applicants should clearly define the relationship between the Annual Tasks and the annual project objectives.

    1. Data Management Plan
    The recipient of funds is required to develop and maintain a Data Management Plan (DMP) that describes the specific procedures that will be followed to handle, process, maintain, protect, and dispose of the data collected or maintained under

BJS's authority in conjunction with the approved project tasks. At minimum, the DMP should provide information about the following categories:

- **Project team**—list the project team members (including the individuals tasked with drafting and overseeing the DMP), identify their roles, and provide their contact information.
- **Data elements and characteristics**—provide a list of the specific data variables that will be collected, data type (e.g., survey or administrative data), and from what data sources. Identify whether data formats adhere to standard data documentation formats, list associated metadata, as applicable, and specify the standards and data naming conventions used.
- **Record life cycle**—describe the physical and technical pathways and requirements for data that are collected or maintained for the project(s), including the data destination(s), transport method(s) from the data provider and to BJS, encryption requirements, storage site(s) and method(s), file format(s), file sizes, file categories (e.g., personally identifiable information [PII], public data, etc.), sensitivity categorization(s), file path location(s), backup procedures, and data destruction method(s).
- **Incident response plan**—describe the procedures that will be followed in the event of a real or suspected breach of identifiable information that is collected or maintained in conjunction with the project.
- **Data use agreements**—for each data use agreement that is executed with an external data provider for the project, summarize the terms and requirements that the award recipient will be responsible for fulfilling and describe what steps will be completed to ensure all applicable terms and requirements are complied with (e.g., institutional-review-board approval process; limiting access to PII; and ensuring the technical and physical security of data, including data access protocols). Where applicable, summarize mitigations for data security, ethical, intellectual property, and privacy issues.
- **Data archiving**—describe the data elements and how the data will be prepared for archiving and what level of access will be assigned (e.g., as public use files, restricted access, or other).
- **Staff training**—list the specific trainings that project staff are required to complete as a condition of funding, and the completion dates.
- **Resources**—identify and describe the equipment, expertise, and software tools to be used to complete project activities, including data curation, data exchange, and access between parties.

The DMP should be completed in collaboration with the BJS Project Manager (PM) and submitted to BJS for review and approval no later than 60 days after the award start date. The recipient of funds is required to maintain an updated version of its DMP throughout the project period and receive written BJS approval prior to making changes to the approved plan. The recipient of funds should submit,

through OJP's JustGrants system, an updated copy of the DMP for review with the recipient of funds semiannual progress reports, and at any time on the request of BJS. The recipient of funds must also comply with DOJ regulations at 28 C.F.R. 22.23 and submit a Privacy Certificate for any project that includes the collection of information identifiable to a private person.

2. Project management and project schedule
The recipient of funds should efficiently manage data collection and foster communication with the BJS PM and staff, other project staff, and stakeholders.

2.1. In January 2024 through January 2027, before each collection cycle, the recipient of funds project director (PD) and key staff will attend a remote kickoff meeting with the BJS PM and BJS key staff. The meetings should review the overall project goals and tasks and discuss areas of concern related to the proposed project scheduling plan, staffing plan, and other management requirements. The meetings will provide an opportunity for BJS staff to share project experience and materials with the recipient of funds.

Within 2 weeks of the kickoff meeting of each collection cycle, the recipient of funds will submit an updated version of the project schedule, and the BJS PM will review and provide comments. The recipient of funds will subsequently revise the schedule as needed.

2.2. Project calls and meetings. The recipient of funds will establish regular communication with BJS staff about the project's status, including regular phone calls and monthly meetings. The recipient of funds will work with BJS to develop the agendas for the monthly meeting. The BJS PM and the recipient of funds will establish other regular communication vehicles as needed.

In the project plan, applicants will develop a schedule for each task. The schedule will identify start dates for each task and subtask. After the BJS PM has agreed to the timetable, all work is expected to be completed as scheduled unless the BJS PM is consulted and approves any changes.

2.3. Monthly progress reports and semiannual progress reports. The recipient of funds will submit monthly progress reports by the middle of each month that include (1) the status of the project relative to its goals, such as a collection year comparison of response rates by weeks in the field; (2) survey response rates, item nonresponse, information about new or closed facilities, changes in facility operations, and other factors related to the scope of coverage; (3) implementation issues needing special attention; (4) encountered problems needing BJS input; (5) objectives for the upcoming month, (6) a brief discussion of the expenditure of funds, a statement indicating the absolute value and percentage of funds that have been

expended, and a breakdown of total hours worked and expenses for all team personnel; and (7) a statement of whether the project will be completed according to the schedule and budget. These reports should be provided to BJS via email in commercially available software beginning one month after the January 2024 kickoff meeting.

The final monthly report for a survey year will include a review of the survey's performance for that year. Items to include in this report are final response and item rates, collection issues and concerns, extent of respondent burden, and other survey administration issues that imposed a relatively large burden on the respondents or the recipient in administering the survey.

Semiannual progress reports and budget reports are required to be submitted in JustGrants and approved by the BJS PM.

3. Analytic support
The recipient of funds will need to respond to occasional requests for special tabulations of the SJIC data for BJS. This will involve producing descriptive statistics, trends over time for selected facilities, and other rudimentary analyses that should require no more than 10 hours of an analyst's time. The recipient of funds will produce and verify the program code used to generate the tabulations and submit it to BJS. For planning purposes, the recipient of funds should expect to conduct 10 such analyses during the project period.

4. Conference presentations
The recipient of funds should plan to attend one major conference or meeting of Indian country officials per year with BJS staff to present on issues related to the Jails in Indian Country project and to engage stakeholders in improving and enhancing the collection or to achieve other goals, such as marketing the collection to key stakeholders. The conference presentation tasks may include (a) leading focus groups to obtain feedback about the survey for the purposes of enhancing the survey or (b) presenting data on SJIC at tribal conferences. The recipient of funds should plan to assist BJS staff in developing four presentations (one per year) over the life cycle of the award. Possible venues include the National Indian Nations Conference: Justice for Victims of Crime, the National Congress of American Indians events or conferences, and the American Jail Association's annual conference. Based on recommendations from the recipient of funds, the BJS PM will make the final decisions about conference venues and presentation topics.

5. Meet BJS data security requirements and data collection tool development standards
The recipient of funds will maintain data securely and confidentially in accordance with 28 C.F.R. Part 22. At BJS's request, the recipient of funds will provide a copy of the data security procedures and copies of forms signed by staff indicating their

compliance with 28 C.F.R. Part 22. Applicants should demonstrate the capacity to meet this requirement.

Data transfers between BJS and the recipient of funds will be carried out using the DOJ's secure Justice Enterprise File Sharing tool.

The data collection website should be compatible with the OJP environment. In developing the website, the recipient of funds should consult BJS's Data Tool Development Standards (Appendix B), which set out requirements for the architecture framework, data security, technology stacks, and technical documentation. The recipient of funds may be required to manage some information and communications with OJP staff using systems hosted on the OJP network.

6. 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 the NACJD at https://www.icpsr.umich.edu/icpsrweb/content/NACJD/ index.html or the OJP designated archiving agent.

The recipient of funds 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 of funds or its associates may result in immediate termination or suspension proceedings, in accordance with 28 C.F.R. Part 18.

The recipient of funds will transfer all project materials, including code, database, website application, and project files, to BJS or the next recipient of funds toward the end of the project period should the recipient of funds not win the next competition for the SJIC. Time should be budgeted into the final year of the award to allow for this transfer.

7. Update and maintain an accurate contact list of the SJIC universe and respondents

Using BJS's most recent list of SJIC Indian country jail facilities and respondents, the recipient of funds will verify and update the names, addresses, and appropriate contact information of respondents each year. The recipient of funds will search for additional jail facilities operated by tribal authorities or BIA that are not included on the BJS list, using the information sources available to the recipient of funds (including any BIA and tribal law enforcement and correctional agencies the recipient of funds may have experience with, commercial databases, membership lists of professional associations, academic researchers specializing in jail research, and other sources). The recipient of funds will also review newly

identified jail facilities with BJS to determine whether to include them in the survey and will add to the list those respondents that BJS and the recipient of funds decide fall within the scope of the SJIC collection.

For planning purposes, the recipient of funds should assume that there are 81 operating facilities. BJS will provide the most up-to-date list of the operating facilities prior to survey implementation. The most recently released "Jails in Indian Country" bulletin lists the facilities in the appendix tables and is available at https://bjs.ojp.gov/library/publications/list?series_filter=Jails%20in%20Indian%20Country. There is a small number of facilities each year that are nonoperational but are considered to be within the scope of the SJIC and are assessed.

8. Annual SJIC survey instrument maintenance
The recipient of funds will program the web-based survey instrument and also deliver the instrument in Adobe Portable Document Format (PDF) based on the 2023 instrument provided by the BJS PM. For the annual SJIC collections, the recipient of funds will make needed updates to the instrument (e.g., update reference dates) for each subsequent collection and will develop the web form for the addendum based on consultation with BJS. The recipient of funds will provide the survey instrument to the BJS PM for review and approval 2 months prior to the start of each annual data collection.

For planning purposes, use the current version of the SJIC instrument approved by the Office of Management and Budget (OMB), available at https://www.bjs.gov/index.cfm?ty=dcdetail&iid=276#Questionnaires.

9. Develop and implement a real-time tracking system
The recipient of funds will develop, implement, and maintain a database to provide the ongoing, real-time status of the survey administration. The recipient of funds will use the database to provide project status information about each respondent, including a record of follow-up communication and procedures used for each case, the respondent's survey data and method of response (i.e., web, mail, email, fax, or phone), and dates of contacts and survey completion. The database should remain current and be easily accessible to the BJS PM at all times.

10. Fielding the SJIC

10.1. Develop a survey administration plan and supporting documents. The recipient of funds will draft a survey administration plan that describes how the survey will be fielded and data collection completed on time. Fielding the SJIC involves sending a cover letter and questionnaire from BJS that describes the survey, indicates the target dates for completion, and names contact persons on the recipient of funds staff and from BJS staff. The recipient of funds data collection system will prioritize web-based survey

completion, but will accommodate survey responses submitted through mail, fax, or other means in hard-to-reach areas. Each collection year, the recipient of funds will modify the plan as needed, finalize all supporting documents, and deliver it to the BJS PM for review and approval prior to initiating the annual data collection.

The recipient of funds will prepare drafts of the notification and submit them to BJS for review. After BJS's approval, the recipient of funds will distribute the notification letters to the Indian country jails.

The survey administrative plan should also identify and implement techniques needed to achieve 95% or better survey and item response rates. BJS has consistently achieved greater than a 90% survey response rate. Each year, the recipient of funds will conduct a historical review of item level data from previous SJIC survey administrations to validate current responses. The plan should include communication materials (i.e., letters, email, and call scripts) and protocols of data quality follow-up (DQFU) and survey nonresponse follow-up (NRFU). The recipient of funds will adapt these documents as needed to address issues that arise during data collection.

10.2. Data validation program and implementation. To minimize measurement errors and missing data, the recipient of funds will incorporate data validation programs into the real-time tracking system database as necessary. The recipient of funds will develop and deliver to the BJS PM, for review and approval, specifications of data validation programs to implement in the database.

The recipient of funds will maintain and update the database of survey responses as surveys are received, with the goal of completing the review, assessment, data entry, and edit check for each survey within 2 weeks of receipt. Within that time frame, the recipient of funds will address survey response issues, such as clarifying discrepancies in responses, correcting errors in entry, and addressing item nonresponse.

10.3. Data quality follow-up and nonresponse follow-up. Within 2 weeks after the data collection begins, the recipient of funds will conduct DQFU and NRFU activities as needed to maximize response rates and minimize errors. At BJS's discretion, the recipient of funds may extend the data collection period to reach a satisfactory response rate or to resolve large data quality issues. This may involve multiple follow-up telephone calls; re-mailing or re-faxing surveys; and phone, fax, or email correspondence.

During follow-up, if information is obtained that suggests new facilities in Indian country that are not included in the respondent list, the recipient of funds should verify the existence of each such facility and obtain contact

information for them. The recipient of funds should also identify facilities that closed, merged with another facility, or whose operations were suspended during the year. Finally, the recipient of funds should update the respondent list with information about new or closed facilities.

11. Analytic data file and documentation

11.1. On an agreed upon date prior to the end of the data collection, the recipient of funds will deliver to the BJS PM up to two preliminary analytic data files that will be reviewed by BJS to determine continuation of DQFU. It will include the facility name, location, contact information, survey data, and flag variables.

11.2. One month after data collection ends, the recipient of funds will deliver to the BJS PM a final analytic data file that will be used to prepare BJS statistical tables and reports. It will include the facility name, location, contact information, survey data, and flag variables. Along with the data file, the recipient of funds will also deliver a data codebook and a methodology report that describes procedures used to collect the SJIC. The codebook should include all variable and value labels and summary statistics such as the sum, frequencies, and means for each variable.

The recipient of funds will maintain .pdf versions of the completed surveys and provide scanned copies to the BJS PM upon request.

12. Post-collection report
One month after data file delivery, the recipient of funds will provide a post-collection report to evaluate the performance and provide recommendations for enhancing data collection in the future. The report should summarize unit- and item-response rates and DQFU and NRFU efforts and effectiveness; provide lists of nonrespondents and unresolved data issues; and make suggestions for the survey instrument, survey administration, and data processing for the next cycle. Other areas of improvement may include reducing respondent burden, survey cost, and coverage error.

B. One-Time Tasks: The following four tasks will be completed during the 4-year project period

1. Develop the SJIC web-based survey instrument

1.1. Develop the database for survey data and paradata. The recipient of funds will develop data specifications for survey data and paradata that describe the data collection process, including time stamps of respondent login and data entry, navigation, time spent on each page, device and browser information, and a record of communication between respondents

and the recipient of funds staff. Paradata will be recorded for quality control purposes and future burden estimates.

Two months before the data collection starts, the recipient of funds will deliver to the BJS PM survey data and paradata specifications for review and approval.

1.2. <u>Develop the data collection website</u>. The recipient of funds will develop a web-based survey instrument, create and test the data collection website, and develop error-checking programs. The recipient of funds will develop the data collection website using nonproprietary software commonly 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. After the collection of the SJIC series is completed, the SJIC website will be decommissioned.

The website will serve three groups of users:

- Respondents will learn about the survey, preview the questionnaire, submit data online, and review submitted data.
- BJS staff will download survey data and paradata (in real time), PDF questionnaires, and the survey administration plan. BJS staff will also be able to view individual respondents' data.
- The recipient of funds staff will administer the survey, conduct DQFU and NRFU, and generate reports on survey progress and data quality measures.

The data collection website will have restricted access, and user authentication is required for most functions. The only content with open access are the survey introduction, preview, and frequently asked questions.

The recipient of funds will perform a beta test of the online survey that includes verification of all items and, in particular, those that rely on skip pattern programming. An electronic file (log) will be provided to the BJS PM demonstrating the date(s) tests were performed, errors encountered, and resolution of issues. Any errors encountered that require reprogramming will be tested again to ensure accuracy of the online instrument delivered to the BJS PM.

Two months before collection starts, the recipient of funds will deliver to the BJS PM a final version of the web survey application for evaluation and testing.

2. Survey enhancement
The recipient of funds will make recommendations to BJS for enhancing the annual

SJIC and the periodic addendum. The addendum collects data on the programs and services that tribal and BIA facilities provide to inmates, such as programs and services related to health care, medical assessments, mental health screening procedures, counseling, and education. Throughout the project, the recipient of funds should use the Annual Tasks to identify opportunities to enhance the SJIC and obtain and assess the information necessary to make informed recommendations for these enhancements.

2.1. During the start of the second project year, the recipient of funds should propose to BJS a concept paper for undertaking this assessment to identify areas for improvement. The recipient of funds should review the annual data collection instrument and the 2011 addendum to identify gaps in the collections, assess the costs and challenges associated with obtaining data to fill gaps, and develop methodologies for obtaining the data. This process should involve coordination of key stakeholders. The review and assessment should cover all aspects of the annual SJIC and addendum, including the content of the surveys, communication with the field about the surveys, statistical products from the data collections, and dissemination of products.

2.2. The recipient of funds should submit to BJS a document that summarizes what was learned from the review and propose changes to the SJIC and the addendum. This document should identify and describe potential improvements that could be made to the surveys, its administration, or analysis that can be implemented during future iterations of the surveys. It should include recommendations to BJS that will lead to improved response rates, higher quality data, and a reduction in the time required for data collection.

3. Conduct a cognitive test
Working with the BJS PM, the recipient of funds will conduct a cognitive test of new and revised items to be used in future SJIC collections and the addendum. Tasks include—

3.1. Developing a paper survey consisting of new and revised items, inviting respondents to participate in the test, and following up the test with semi?structured phone interviews to evaluate the validity of the items and estimated time burden. The recipient of funds will develop cognitive interview questions and recruit tribal jails of varying sizes and detention program types (i.e., BIA Detention Program, P.L. 93-638 Tribal Programs, Self-Governance Tribal Programs, and Tribal Detention Programs). The cognitive test should consist of two iterations, for a total of 9 interviews, to test and retest item wording. For planning purposes, the recipient of funds should expect to test up to 20 questions from October 2026 to November 2026. Depending on BJS needs, the cognitive test could be conducted in earlier years.

3.2. Providing to the BJS PM a cognitive test plan in June 2026 and a final summary report in December 2026. The final summary report will address respondents' comprehension of the items, burden, and ability to answer items; and the validity, reliability, and functionality of the items.

4. 2027 SJIC addendum development and administration

4.1. The recipient of funds will develop the instrument in close collaboration with the BJS PM.

4.2. For planning purposes the recipient of funds should field an addendum to the SJIC during the 2027 data collection, but depending on BJS needs, the addendum could be collected in earlier years. The addendum may focus on topics that were addressed in the 2011 survey addendum and/or focus on enhancements based on recommendations in task 3 of the "One-Time Tasks". Examples of previously collected addendums are available at https://www.bjs.gov/index.cfm?ty=dcdetail&iid=276#Questionnaires.

Deliverables

Deliverables for Annual Tasks

1. 2024–2027, each January—develop (2024) and maintain annually a data management plan.
2. 2024–2027, each January—hold kickoff meeting.
3. 2024–2027, each January—submit project and task schedule, staffing plan.
4. January 2024–June 2027, monthly—participate in project calls.
5. January 2024–June 2027, monthly—deliver progress reports.
6. January 2024–June 2027, every 6 months—deliver semiannual progress reports.
7. 2024–2027, each April—develop (2024) and maintain annually a real-time tracking system database.
8. 2024–2027, each April—develop (2024) and revise annually, as necessary, a survey administrative plan and supporting documents.
9. 2024–2027, each April—develop (2024) and revise annually, as necessary, a data validation program.
10. 2024–2027, each May—deliver final version of the survey instrument.
11. 2024–2027, each mid-June—conduct jail universe maintenance.
12. 2024–2027, each mid-July—field the SJIC.
13. 2024–2027, each August to December—conduct data quality follow-up and survey nonresponse follow-up.
14. 2024–2027, each collection year prior to the end of collection—deliver up to two preliminary analytic data files.

15. 2025–2028, each January—deliver final analytic data file and documentation, which will include the 2027 SJIC addendum in addition to the core survey.
16. 2025–2028, each February—deliver post-collection report.

Deliverables for One-Time Tasks

1. January 2024–June 2024—develop a web-based survey instrument.
2. January 2025–June 2026—conduct survey enhancement assessment.
3. June 2026—develop cognitive test plan.
4. October–November 2026—conduct cognitive test.
5. December 2026—deliver cognitive test summary report.
6. January–February 2027—develop the SJIC addendum.
7. 2027, mid-July—field the SJIC addendum along with the 2027 core survey.

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
$550,000.00

Period of Performance Start Date
1/1/24

Period of Performance Duration (Months)
54

Anticipated Total Amount to be Awarded Under Solicitation
$550,000.00

Continuation Funding Intent

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

Availability of Funds

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

Type of Award

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

Financial Management and System of Internal Controls

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

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, 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](#).

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

are considered by the OJP Office of General Counsel (OGC) to 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 stipulated in this agreement. 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 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.

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 the final award decision.

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 and use of SJIC 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 capabilities and competencies of the proposed personnel 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 for an overview of performance measurement activities at OJP.

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

Note on Project Evaluations

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

Goal, Objective and Deliverables

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

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

Program Objectives. The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measureable 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

Provide resumes of key personnel.

Tribal Authorizing Resolution

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

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 28 CFR Part 46. Applicants should complete the Human Subjects Protection Certification of Compliance form, available at https://bjs.ojp.gov/funding/human-subjects-and-confidentiality-requirements. Applicants should attach the completed certification form in JustGrants.

Privacy Certificate

The Privacy Certificate is a recipient of funds 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 recipient of funds 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. A model certificate is located at: https://bjs.ojp.gov/sites/g/files/xyckuh236/files/media/document/bjsmpc.pdf. Applicants should attach the completed Privacy Certificate in JustGrants.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

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

DOJ Certified Standard Assurances

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

Applicant Disclosure of Duplication in Cost Items

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

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

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

Applicant Disclosure and Justification - DOJ High Risk Grantees

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

How to Apply

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

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

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

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

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

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

For additional information, see the "How to Apply" section in the OJP Grant Application Resource Guide and the DOJ Application Submission Checklist.

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by **June 7, 2023, at 8:59 PM ET**.

The **full application** must be submitted in JustGrants by **June 14, 2023, at 8:59 PM ET**.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application

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

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an

applicant emails the applicable service desks; and for this reason applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

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

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

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

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

Waiver requests sent to the OJP Response Center must—

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

Applicants must demonstrate a clear understanding of the project and the SJIC program goals of (a) improving the timeliness of data, (b) enhancing the reliability of data, (c) fostering strong working relationships with and among data providers, (d) improving responsiveness to stakeholder needs, and (e) developing and implementing efficient data collection mechanisms. Applications should demonstrate—

- awareness of the state of current research
- knowledge of issues facing tribal jails, how to provide jails with needed information, and challenges tribal jails face in gathering and reporting data
- knowledge of methods for improving timely survey response
- understanding of how the SJIC contributes to the corrections field and the tribal justice system.

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

The applicant must demonstrate that they can design and implement a high-quality project. Applications should demonstrate—

- soundness of the methods and analytic and technical approaches to addressing the stated aim(s) of the proposed project
- feasibility of the proposed project
- awareness of potential pitfalls of the proposed project design and feasibility of the proposed actions to minimize and/or mitigate them
- a plan for efficiently and cost-effectively administering an establishment survey to tribal jails that collect and process data
- sound proposed procedures for carrying out the project tasks and meeting the project deliverable time frames. This includes a commitment to identifying, communicating, and addressing potential problems before they become an issue, and a plan for up-to-date tracking and reporting of data collection progress.

3. Capabilities and Competencies (30%) - evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.

The applicant must demonstrate that they have the appropriate corporate and staff capabilities and experience to conduct the work outlined in the project tasks. The applicant should demonstrate—

- a demonstrated ability of the applicant organization to manage the effort
- the qualifications, demonstrated ability, and experience of the proposed staff who will manage the project and of those who will have day-to-day data collection responsibilities in the use of accepted survey research methods in the following areas: (a) questionnaire design; (b) collection of data from tribal and BIA jails; (c) cleaning and verifying data and providing files that exhibit a high degree of accuracy; (d) conducting independent analysis of data; and (e) producing datasets and documentation that require a high degree of attention to detail
- the qualifications, demonstrated ability, and experience of the information technology staff and the capacity of the computing environment for developing a real-time tracking system (electronic database) and preparing datasets for statistical analysis
- an adequate management plan for the project, including sufficient delineation of project tasks and how project resources will be used
- adequate management oversight and quality control procedures
- successful past performance of the proposed project team in addressing the key objectives for the project
- demonstrated knowledge of the tribal criminal justice system.

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.

The applicant should propose efficient data collection activities required to demonstrate the project's performance in a low-cost manner and as part of the project organization.

5. Budget (15%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

The applicant must demonstrate awareness of methods for using budgetary resources efficiently and effectively and demonstrate appropriate internal controls over these resources. The application budget should be complete, cost-effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) and demonstrate—

- appropriateness of the proposed budget for the level of effort outlined in the project plans
- total cost of the project relative to the perceived benefit (cost-effectiveness)

- adequate and efficient assignment of staff to tasks
- adequate budgetary controls to ensure that resources are managed effectively and in compliance with federal regulations
- use of existing resources to conserve costs
- proposed budget alignment with proposed project activities
- cost-effectiveness in relation to potential alternatives and the goals of the project.

  Note: Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

Other Review Criteria/Factors

Other important considerations for BJS include available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

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

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

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

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

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

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

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

Federal Award Administration Information

Federal Award Notices

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

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the OJP Grant Application Resource Guide.

Information Technology Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

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

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

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

Federal Awarding Agency Contact(s)

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

Other Information

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

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

Provide Feedback to OJP

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

Performance Measures

Objective	Performance Measures	Data Recipient Provides
Produce a data collection website in accordance with BJS data security requirements and data collection tool development standards.	Data collection website that meets BJSs requirements	Updated and signed privacy certificates for all persons employed or contracted by the recipient of funds who have access to the data.
The recipient of funds must follow published governmental standards for data security, as outlined in [https://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-37r2.pdf;](https://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-37r2.pdf) other NIST standards [(Cybersecurity | NIST);](#) [Federal Information Security Modernization Act	CISA;](#)		Deliver a data collection website in accordance with criteria defined herein (Objective A. Section 5)

and the E-Government Act of 2002 and any subsequent updates to that law (https://www.justice.gov/opcl/page/file/1131721/download).		
Improve the data collection of the SJIC by developing a real-time data tracking system (database).	On-time delivery of the real-time data tracking system that adheres to the specification and functions defined by BJS.	Real-time data tracking system submitted for BJS review; website launched. Summary of the functions and capabilities of the real-time data tracking system. Complete documentation that data files meet BJS expectations for accuracy and completeness, and that project tasks have been completed within the time frame specified in the project period.
Improve quality and reliability of the annual SJIC.	Number of deliverables (including data files) completed on time.	On-time delivery of the tribal jail frame file.

		Updated tribal jail universe file was submitted for BJS preview; final files were delivered.	
	Number of deliverables (including data files) that meet BJS's expectations.	Summary of activities conducted to update the tribal jail universe file and effectiveness of each activity.	
		Log of all eligibility changes made to the tribal jail universe file after data collection.	
	Provide raw data converted to a standardized format for the real-time tracking system (database).	Accept data in a variety of formats and convert into a common format for real-time tracking system (database	
		Tribal/BIA jail universe file with minimal errors as	

	Amount of data requests that are completed on time and adhere to data quality standards.	defined by BJS.
Achieve high data quality by successfully administering the SJIC collection.	Number of deliverables completed on time.	Deliverables were submitted.
	Achieve a survey and item response rate of 95% or more for each collection cycle.	Number of reporting units that responded to the SJIC survey.
	Institutional review board (IRB) clearance or review waiver.	Unit- and item-response rates in the post-collection report. IRB approval or waiver letter for the SJIC.
Improve the analysis of the SJIC data by providing high-quality final data files and documentation.	Number of scheduled data collection series and special data analyses conducted.	Deliver preliminary SJIC analytical data files before the end of the collection and the final SJIC data file and documentation one month after data collection

		ends.
	Number of data requests that are completed on time and adhere to data quality standards.	Complete results of requested analyses.
Provide support to BJS to strengthen research and data collection activities.	Quality of project management as measured by whether significant project milestones were achieved, final deadlines were met, and costs were maintained within approved funds.	Monthly and semi?annual progress reports, project plans, regular communication with BJS, and quarterly financial statements.
	Number of marketing materials disseminated	Marketing materials disseminated.
	Number of conferences/ meetings at which the grantee made one or more presentations.	Conference/ meeting presentations.

Application Checklist

Annual Survey of Jails in Indian Country, 2024-27

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

Pre-Application

Before Registering in Grants.gov:

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

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see OJP Grant Application Resource Guide)

- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see OJP Grant Application Resource Guide)

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)

- Access the funding opportunity and application package (see Step 7 in the OJP Grant Application Resource Guide)

- Sign up for Grants.gov email notifications (optional) (see OJP Grant Application Resource Guide)

- Read Important Notice: Applying for Grants in Grants.gov

- Read OJP policy and guidance on conference approval, planning, and reporting available at https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8 (see OJP Grant Application Resource Guide)

Review the Overview of Post-Award Legal Requirements

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

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of $625,000.

***Review Eligibility Requirement*:**

- Public and State-controlled institutions of higher education

- 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

- For profit organizations other than small businesses

- Small businesses

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

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

- Proceed to Application Step 2 and complete application in JustGrants

Application Step 2

Submit the following information in JustGrants:

Application Components

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

Budget and Associated Documentation

- **Budget Web-Based form***
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- 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 form (see [https://bjs.ojp.gov/sites/g/files/xyckuh23 6/files/ media/document/bjsmpc.pdf](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](#))

Disclosures and Assurances

- [Disclosure of Lobbying Activities (SF-LLL)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))

- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see OJP Grant Application Resource Guide)

- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see OJP Grant Application Resource Guide)

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

Review, Certify and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.

- Correct validation errors, if necessary, and then return to the "Certify and Submit" screen to submit the application. Access the Application Submission Validation Errors Quick Reference Guide for step-by-step instructions to resolve errors prior to submission.

- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the "bell" alerts confirming submission.

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

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

Standard Solicitation Resources

OJP Grant Application Resource Guide provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

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

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

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

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