

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



Solicitation Title: BJS FY24 State Justice Statistics for Statistical Analysis Centers Technical Assistance Program

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Step 1: Application Grants.gov Deadline: 5:00 p.m. Eastern Time on August 5, 2024

Step 2: Application JustGrants Deadline: 5:00 p.m. Eastern Time on August 12, 2024

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Synopsis

Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is seeking applications for funding.

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

With this solicitation, BJS seeks to provide funding for the FY 2024 Technical Assistance Program to support activities under the State Justice Statistics Program for Statistical Analysis Centers (SJS-SAC). The SJS-SAC is designed to maintain and enhance each state's capacity to coordinate statistical activities in the state, conduct research on relevant criminal justice issues, and serve as a liaison to help BJS gather data from state agencies.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

Eligibility

- State governments
- Special district governments
- City or township governments
- Public- and State-controlled institutions of higher education
- County governments
- Native American tribal organizations (other than Federally recognized tribal governments)
- Native American tribal governments (Federally recognized)
- 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

BJS may choose to fund applications submitted under this FY 2024 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Agency Contact Information

For assistance with the requirements of this funding opportunity, contact Stephanie Burroughs, Chief of the Criminal Justice Data Improvement Programs Unit, at 202-307-0765 or by email at AskBJS@usdoj.gov. Include "FY24SJSACTA" in the subject line.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the "How To Apply" section, [Experiencing Unforeseen Technical Issues](#).

For assistance with submitting the [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#) 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 is open 24 hours a day, 7 days a week, except on federal holidays.

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 from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

Application Submission Information

Registration

Before submitting an application, an applicant must have a registration in the [System for Award Management \(SAM.gov\)](#).

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the [Submission Dates and Time](#) section for the Grants.gov and JustGrants application deadlines.

Step 1: The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See the [Submission Dates and Time](#) section for application deadlines.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants application deadline. See the [Submission Dates and Time](#) section for application deadlines.

Program Description

Program Description Overview

With this solicitation, BJS seeks to provide funding for the FY 2024 Technical Assistance Program to support activities under the State Justice Statistics Program for Statistical Analysis Centers (SJS-SAC). The SJS-SAC is designed to maintain and enhance each state's capacity to coordinate statistical activities in the state, conduct research on relevant criminal justice issues, and serve as a liaison to help BJS gather data from state agencies.

Statutory Authority

BJS is issuing this solicitation under the authority of 34 U.S.C. §§ 10131–10132, which authorizes BJS to provide assistance in the development of state and local government justice information systems for the collection, analysis, and dissemination of criminal justice data and statistics and directs BJS to, in carrying out this purpose, give primary emphasis to the problems of state and local justice systems.

Specific Information

The overall goals of the State Justice Statistics for Statistical Analysis Centers Technical Assistance program are to strengthen Statistical Analysis Centers' (SACs') skills, knowledge, and abilities to collect, analyze, and disseminate statistical data through direct technical assistance and training to SACs.

Since 1972, BJS and its predecessor agency, the National Criminal Justice Information and Statistics Service, has provided partial support to state and territorial governments for the establishment and operation of SACs to collect, analyze, and report statistics on crime and justice to federal, state, and local levels of government, and to share state-level information nationally. The SJS-SAC program is designed to maintain and enhance each state's capacity to coordinate statistical activities within the state, conduct research on relevant criminal justice issues, and serve in a liaison role to assist BJS with gathering data from state agencies.

To date, all states, the District of Columbia, and U.S. territories with SACs established by state legislation or executive order have received funds under the SJS-SAC. See the [State Justice Statistics Program](#) page for detailed information about its history. The SJS-SAC assists SACs with:

- collecting, analyzing, and publishing criminal justice data
- analyzing data in support of public policy, especially on the themes identified in the SJS-SAC program announcements
- providing data on program themes for compiling and producing a national report
- maintaining contact with BJS to ensure that information is developed and shared efficiently with BJS, other states, and various users
- informing BJS of the state's statistical data needs
- providing information and electronic data to the National Archive of Criminal Justice Data or other designated recipients pursuant to BJS's request
- establishing and maintaining contacts with state criminal justice agencies, the courts, victims' organizations, and local governments and their criminal justice agencies

- helping criminal justice agencies define their needs for specific statistical and other information for planning, implementing, and evaluating criminal justice programs
- maintaining and enhancing each state’s capacity to address criminal justice issues through the SJS-SAC program, which focuses on capacity-building by
 - carrying out research using incident-based crime data that are compatible with the National Incident-Based Reporting System
 - measuring criminal justice system performance
 - initiating projects that demonstrably increase access to important statistical data in the state
- supporting special emphasis projects of particular interest to BJS, such as
 - using administrative criminal justice data for research, or
 - conducting targeted analyses of the state’s criminal history records.

Solicitation Goals and Objectives

Goals

BJS is seeking to fund a technical assistance provider to support activities under the SJS-SAC program using FY 2024 funds. The selected provider will deliver technical assistance and training to SACs to enhance their statistical, research, and organizational capabilities; convene in-person networking opportunities; and help SACs write proposals and reports.

The selected provider must have extensive knowledge of research methodology and statistical analysis techniques and familiarity with the factors, issues, and processes involved in crime and the criminal justice system, particularly at the state and local levels. Knowledge and experience should be demonstrated in the following areas:

- assisting organizations with building statistical capacity and improving the quality of deliverables produced
- offering technical and editorial assistance to SACs
- providing access to new research resources
- developing and maintaining a Mutual Assistance Program (MAP) for SACs
- organizing and operating Institutional Review Boards (IRBs)/protection of human subjects
- publishing materials and disseminating information
- convening working groups focused on crime data
- designing and providing skill-building professional seminars/conferences
- improving online information dissemination
- creating a web-based platform for online learning
- increasing the exposure of SACs at national conferences
- providing orientation for new SAC directors.

Objectives

An applicant should address all the objectives listed below.

Enhance the Capacity of SACs

SACs are encouraged to participate in the SJS-SAC program to collect, analyze, and report statistics on crime and justice through programs and policies that affect all levels of government. Many SACs could benefit from greater input and feedback when conceiving projects and

preparing quality applications for funding. Upon the release of the yearly SJS-SAC solicitation, each SAC will be required to submit a draft of its proposed application to the recipient of funds for review and consultation prior to submission into JustGrants. The recipient of funds will review each SAC's past and current requests for assistance in developing and implementing a plan to build its capacity in the areas that need improvement. BJS may also identify specific areas where SACs may require assistance. The recipient of funds will be required to provide BJS a detailed summary of the guidance provided to each SAC. SACs must include a statement in their applications that they have consulted and received feedback from the recipient of funds regarding their proposed projects. In addition, the recipient of funds will reach out to SACs that did not apply for the SJS-SAC program or did not receive funding in a prior year to determine the reasons, and to help them develop a plan for applying for the current year's program. The recipient of funds will also reach out to states that do not have an active SAC to assess barriers that may prevent them from participating in the SJS-SAC program and work with those states to assess whether there is a suitable agency that could serve as the SAC.

Technical Assistance

SACs may seek support or require technical assistance over the course of a SAC-funded project. The recipient of funds will survey the SACs to determine the kinds of technical assistance needed (e.g., assistance with research or data collection methods, using interagency agreements, or assessing and improving data quality) to ensure the production of high-quality projects and products, and will determine the best modes for delivering assistance. In addition, the recipient of funds will convene conference calls of SACs working on similar themes to share information and identify common technical assistance needs.

Editorial Review and Assistance

At the end of a project period, SACs that received SJS-SAC program funds are required to submit project deliverables, such as final reports, evaluations, and website enhancements, to BJS for review and comment. The recipient of funds will develop a training and technical assistance process to address weaknesses and areas needing improvement for deliverables submitted and provide editorial assistance to SACs as needed. The recipient of funds will also develop and actively promote a peer review process that will allow SACs to obtain feedback on draft publications from other SACs and subject matter experts.

Provide a Mutual Assistance Program

Mutual assistance leverages the experience or knowledge of one SAC to assist another SAC. Examples of this include assistance with information system development, data collection, and corrections population forecasting. A Mutual Assistance Program may provide travel funds for an expert, often a SAC director, to conduct an on-site visit with the requesting SAC to provide the assistance needed. On-site assistance can be provided in the requestor's state, the provider's state, or another location agreed on by both parties. The recipient of funds must be able to communicate effectively, maintain a sound working relationship with the SACs, and encourage communication between SACs. In addition, the recipient of funds must have a demonstrated track record of providing effective assistance, guidance, and expertise in the areas of research and crime statistics.

Operate an Information Database

The recipient of funds will develop and maintain a database of SAC activities, research, and publications, including summaries of SJS-SAC applications by state and theme. SACs will be required to periodically update the information contained in the database and to provide BJS and the service provider with summaries of BJS-funded projects and products.

Provide Assistance on IRBs/Protection of Human Subjects

The federal government requires any grantee conducting research involving human subjects to have its project reviewed and approved by an IRB. The recipient of funds must serve as a resource for the SACs on information about federal regulations regarding human subjects and must also serve as a liaison between BJS and the SACs to resolve issues regarding human subjects. In addition, the recipient of funds must help the SACs create their own IRBs and maintain a file of SAC IRB policies as a resource for other SACs and BJS.

Publish Materials and Disseminate Information

The recipient of funds will develop and publish a quarterly newsletter to highlight research, evaluation, and statistical studies and reports of relevance to SACs, BJS, and other national organizations and federal agencies. A SAC listserv should be maintained for disseminating information to SACs and allowing communication between SACs. In addition, the recipient of funds will disseminate national and federal newsletters, bulletins, and briefs to the SACs to help keep them informed of pertinent justice issues.

Convene Skill-Building Professional Seminars

The recipient of funds will develop webinars, online training, and skill-building professional seminars and make them available to the SACs for training on topics such as statistical analysis, crime analysis, evaluation methods, crime mapping, and prison population forecasting. Suggestions for topics should be solicited from SACs, criminal justice researchers, policy analysts, and practitioners. SAC directors, BJS staff, and outside experts serve as instructors for these webinars and at conferences. The recipient of funds must be experienced in planning seminars, contacting presenters, developing agendas, handling site logistics, and conducting follow-up activities.

Increase Exposure for SACs

The recipient of funds will seek to raise the profile of SACs and make state officials more aware of their capability to serve as a resource by facilitating roundtable discussions where select SAC directors, SAA directors, and key federal grant program administrators convene to discuss issues that facilitate or impede strong SAC engagement with State Administering Agencies and develop an action plan for building stronger ties. In addition, the recipient of funds will work to highlight exemplary SACs and their work by arranging for these SACs to present their work during webinars and at targeted conferences and meetings.

Plan and Conduct Conference Activities

The recipient of funds will plan and implement, in close coordination with BJS, a regional training conference to be hosted and led by the SACs, focused on specific themes or interests of the SACs and areas of interest to BJS.

Provide for New SAC Director Orientation

New SAC directors will be contacted by the BJS program manager assigned to their state. Information on BJS resources, including the JustGrants system, will be provided to the new SAC directors by the BJS program manager.

The recipient of funds must have a system in place that provides an orientation for new SAC directors. The recipient of funds also should provide the SAC director with information and tools to help conduct research, analyze data, and produce publications. The recipient of funds must create or have an established web-based clearinghouse where new SAC directors can view activities, programs, and publications provided by other SACs. New SAC directors will be encouraged to provide information on their activities and update it on an ongoing basis.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the [How to Apply section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form](#)

Federal Award Information

Awards, Amounts, and Durations

Anticipated Number of Awards: 1

Anticipated Maximum Dollar Amount per Award: \$650,000

Period of Performance Start Date: As early as October 1, 2024, to as late as January 1, 2025

Period of Performance Duration (Months): 12

Anticipated Total Amount To Be Awarded Under This Solicitation: \$650,000

Additional Information: While the maximum allowable funding amount is \$650,000, OJP encourages applicants, including those that are new or that have never received a federal award, to submit a proposed budget that best supports their project objectives and organizational capabilities, even if the proposed budget is at a lower amount than the maximum allowable funding level.

Continuation Funding Intent

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

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes 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

OJP expects to make awards under this funding opportunity 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 [Application Resource Guide](#) for additional information.

Cost Sharing or Matching Requirement

This funding opportunity does not require a match.

Eligibility Information

For eligibility information, see the [Synopsis](#) section.

For the purposes of this notice of funding opportunity, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

How To Apply

Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov "[How to Apply for Grants](#)"
2. OJP "[How To Apply](#)" section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

How To Apply

Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

Step 1: After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as "submitted" or "agency tracking number assigned."

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

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress

in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the “How To Apply” section in the [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 5:00 p.m. Eastern Time on August 5, 2024.

The **full application** must be submitted in JustGrants by 5:00 p.m. Eastern Time on August 12, 2024.

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 and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)

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 submission of the application on time.

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 documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is 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, long call wait times for support do 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.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 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 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 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 or BJS at AskBJS.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 or BJS at [AskBJS.gov](https://www.justgrants.gov) within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center or BJS must—

- describe the technical difficulties experienced (provide screenshots if applicable)
- 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 (including all information listed above), 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 [Application Resource Guide](#).

Application and Submission Information

Content of Application Submission and Available Surveys

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:

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants).

If OJP determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

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

Content of the JustGrants Application Submission

Standard Applicant 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 [Application Resource Guide](#) for an [example](#) of a proposal abstract.

Data Requested With Application

The following application elements should be submitted in the web-based forms in JustGrants.

Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High-Risk Status)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High-Risk Status\)](#) for additional guidance on how to complete the questionnaire.

Brief Applicant Entity Questionnaire

The Office of Justice Programs (OJP) is collecting the following information to help assess its efforts to attract a broader range of applicants. These questions apply to the applicant entity and its work and scope only, and not to the specific project(s) being proposed within the application. Responses to the questions will not be considered in the application review process. The questions included in the questionnaire are available in the [Standard Forms & Instructions: Brief Applicant Entity Questionnaire](#).

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 size font; have no less than 1-inch margins; and should not exceed 30 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, BJS may consider such noncompliance in peer review and in final award decisions. Tables, charts, and graphs can use fonts smaller than 12 point but must be included within the page limit.

The Proposal Narrative must include the following sections:

a. **Statement of the Problem**

Describe why this project/these proposed activities are necessary (significance/value) or address a need. Include supporting information.

The application must demonstrate knowledge and understanding of the structure, activities, and capabilities of SACs.

b. **Project Design and Implementation**

Describe the strategy to address the problem or needs identified in the Statement of the Problem. List the activities and describe how they relate to Goals, Objectives, Deliverables, and Timeline outlined in the web-based form (completed separately from the Narrative attachment). Activities are the specific actions that will be completed to fulfill the program's objectives and reach the program's goal(s). Provide a detailed description of the method(s) to be used to carry out each activity (e.g., training, community events, direct services to target population). Provide a timetable indicating roughly when the activities or program milestones are to be accomplished.

c. **Capabilities and Competencies**

Describe the capabilities (resources, experience, and expertise) and competencies (unique skills and abilities) required to accomplish the goals and objectives of the project.

The applicant must demonstrate the ability and breadth of experience the organization and its staff have in providing technical assistance to agencies and institutions responsible for producing and disseminating research and statistics at the state level.

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 project-specific performance data with the application. Rather, acknowledge that award recipients will be required to submit performance data as part of each award's reporting requirements by describing a plan for how the data will be collected.

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 solicitation goals and objectives identified in the "[Goals and Objectives](#)" section. Applicants can visit

[OJP's performance measurement page](http://www.ojp.gov/performance) at www.ojp.gov/performance for more information on performance measurement activities.

A list of performance measure questions for this program can be found at <https://www.ojp.gov/performance>. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

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 [Application Resource Guide](#).

Application Goals, Objectives, Deliverables, and Timeline Web-Based Form

The applicant will submit the project's goals, objectives, deliverables, and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. 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 proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project's desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

Program objectives and deliverables should be included in one timeline.

Deliverables Expected by Successful Applicants

Technical assistance and training provided under this program may include:

- virtual or in-person site visits
- telephone and web services
- webinars and online training tools
- data collection and publication of criminal justice-related surveys and materials
- other activities proposed to meet the goals and objectives of this solicitation.

Virtual or in-person site visits. The successful applicant will keep a log of technical assistance requests, including the nature of the request, assistance provided, an agenda or notes from each site visit, and a post-visit assessment of improvements resulting from the assistance. The applicant will provide a summary to BJS on a quarterly basis. An average of two to three site visits should be conducted per quarter, with the goal of completing one site visit per active SAC

during the lifetime of the award. The successful applicant will also facilitate inter-state and intra-state exchange of criminal justice information among SACs for research purposes.

Telephone and web services. The successful applicant will have the capacity and resources to provide in-house technical assistance via phone and the internet for responding to information requests about issues related to the collection and analysis of data on justice issues that are relevant to the states and the nation. The applicant will keep a log of all in-house technical assistance requests, including the nature of the request, who requested the assistance, when the assistance was requested and completed, and the total amount of time spent on the request. The applicant will provide a detailed summary of each request to BJS on a quarterly basis.

Webinars and online training tools. The successful applicant will have the ability to develop, organize, and implement web-based trainings to be used in an office setting. The applicant will provide BJS with documentation on each webinar or web-based training, including an agenda or course outline, training material, the number of participants completing the training, and participant assessments of the training. Course offerings proposed should include topics such as automated systems planning, crime analysis, evaluation research methods, statistics methods, prison and jail population forecasting, crime mapping and analysis, and the integration of criminal justice information systems. An average of four web-based trainings should be conducted per year during the lifetime of the award.

Data collection and publication of criminal justice-related surveys and materials. BJS wishes to track efforts and outcomes related to enhancing the capabilities of each SAC. The successful applicant will collaborate with BJS to share research, definitions, data collection methods, survey materials and techniques, and data analysis procedures among the states and between the states and the federal government. The applicant shall provide an annual assessment of improvements in data availability, quality, and comparability among SACs. The assessment shall cover limitations and actions to address the limitations that have been completed or are ongoing during the year.

Other activities. The successful applicant may propose other activities or projects that will achieve the goals, objectives, and deliverables outlined in this solicitation and assist BJS in its efforts to enhance the capabilities of SACs.

Budget and Associated Documentation

Funding Restrictions

Funds may not be used to supplant state or local funds but must instead be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.

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

Budget Detail and Narrative Web-Based Form

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

For additional information about how to prepare a budget for federal funding, see the [Budget Preparation and Submission Information](#) section in the [Application Resource Guide](#) and the

technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

[Budget/Financial Attachments](#)

[Indirect Cost Rate Agreement](#)

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III – VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

[Consultant Rate](#)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

Disclosure of Process Related to Executive Compensation (if applicable) An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the “Application Attachments” section of the [Application Resource Guide](#) for information.

[Additional Application Components](#)

The applicant will attach the additional requested documentation in JustGrants.

[Curriculum Vitae or Resumes](#)

Provide resumes of key personnel who will work on the proposed project.

[Tribal Authorizing Resolution\(if applicable\)](#)

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 [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 [Application Resource Guide](#).

Human Subjects Protection

BJS requires the funding recipient to submit proper documentation certifying that the research project meets the federal requirements for human subjects protections set forth in DOJ regulations at 28 CFR Part 46. DOJ is not a signatory on the Revised Common Rule (45 CFR Part 46). BJS-funded projects must be reviewed in accordance with 28 CFR Part 46 requirements. Applicants should complete the Human Subjects Protection Certification of Compliance form, available at Human Subjects Protection, Confidentiality, and Data Management Plan Requirements | Bureau of Justice Statistics. Applicants should attach the completed certification form in JustGrants.

Privacy Certificate

The Privacy Certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person, which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable information. Applicants must specify in the Privacy Certificate the specific controls used to safeguard directly identifiable information against unauthorized disclosure. All project staff, including information technology personnel, subcontractors, and/or consultants, with access to identifiable data collected in conjunction with the BJS-funded activities are required to sign a Privacy Certificate to affirm their understanding of, and agreement to, comply with the terms of access and privacy requirements. Award recipients are responsible for maintaining an updated list of individuals with access to identifiable information and for ensuring that new staff who gain access to such information during the project period sign a Privacy Certificate. Additional information about BJS's privacy certification requirements, including a model Privacy Certificate, are available at Human Subjects Protection, Confidentiality, and Data Management Plan Requirements | Bureau of Justice Statistics. Applicants should attach the completed Privacy Certificate in JustGrants.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

Applicant Disclosure of Duplication in Cost Items

To ensure funding coordination across grant-making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [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 in JustGrants the DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing. See the [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 that is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

Application Review Information

Review Criteria

Basic Minimum Review Criteria

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 requirements for all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within any stated programmatic funding limits or boundaries.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Merit Review Criteria

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

- Statement of the Problem/Description of the Issue (25%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (25%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (35%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%): evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
- Budget (10%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

Other important considerations for OJP include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, a detailed description of tasks and the staff that will be responsible for performing those duties, and the extent to which the Budget web-based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the [Uniform Requirements 2 C.F.R. Part 200, Subpart E](#).

Risk Criteria/Factors

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. 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 is listed in SAM.gov 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 that appears in the non-public segment of the integrity and performance system accessible through SAM.gov.

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

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

Federal Award Administration Information

Federal Award Notices

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

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 (programs or practices that have been evaluated as effective), see the [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 on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

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 [Application Resource Guide](#).

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: [Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#) under the “Civil Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient’s program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <https://www.ada.gov/> or contact OJP.

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 [Application Resource Guide](#) for additional information.

Information Technology Security Clauses

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

General Information About Post-Federal Award Reporting Requirements

All award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients 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 [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation's [Synopsis](#) section.

Other Information

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

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

Provide Feedback to OJP

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

Performance Measures

Objective	Performance Measure(s)	Data Recipient Provides
Enhance the capabilities of the states to collect, analyze, and interpret data on criminal justice issues relevant to the states and the nation through training and technical assistance	Percentage of training and technical assistance requests completed	<p>Number of on-site technical assistance requests received and completed, by type, during the reporting period</p> <p>Number of on-site training requests received and completed, by type, during the reporting period</p> <p>Number of in-house technical assistance requests received and completed, by type, during the reporting period</p> <p>Number of in-house training requests received, by type, during the reporting period</p>
	Number of technical assistance contacts received	Number of technical assistance contacts, by telephone and web services, received during the reporting period
	Number of agencies/organizations requesting technical assistance	Number of agencies/ organizations requesting technical assistance during the reporting period
	Number of program/conference materials developed	Number of program/ conference materials developed for SACs during the reporting period
	Number of education/training modules developed	Number of education/ training modules developed for SACs during the reporting period
	Number of participants who attend the training	Number of participants attending training conferences/ workshops during the reporting period
	Percent of participants trained who reported an increase in knowledge, skills, and/or abilities	<p>Number of participants exhibiting increased knowledge of program, as determined by pre- and post-testing</p> <p>Number of participants who completed the training during the reporting period</p>
Develop and deliver training to SACs to enhance their statistical, research, and organizational capabilities	Number of presentations conducted	Number of presentations conducted based on topics submitted by SACs during the reporting period
	Number of program/conference materials developed	Number of program/ conference materials developed for the skill-building professional seminars during the reporting period

	Number of education/training modules developed	Number of education/ training modules developed for the skill-building professional seminars during the reporting period
	Number of participants who attend the training	Number of participants attending seminars during the reporting period
	Percent of participants trained who reported an increase in knowledge, skills, and/or abilities	Number of participants exhibiting increased knowledge of program, as determined by pre- and post-testing Number of participants who completed the training during the reporting period
Provide a mechanism that supports the collection and sharing of vital criminal justice system data among states and the federal government	Information reported in data collection tools	Number of SAC activities, research, and publications reported
	Percent of complete and accurate records/data in the database	Number of complete and accurate records/data in the database Number of records/data in the database
	Number of deliverables completed on time Number of deliverables that meet expectations	Develop and publish a quarterly newsletter to highlight research, evaluation, and statistical studies and reports of relevance to SACs, BJS, and other national organizations and federal agencies Maintain a SAC information database Number of reports produced presenting findings of collaborative projects
	Number of materials disseminated	Number of national and federal newsletters, bulletins, and briefs disseminated to SACs during the reporting period Number of projects made available to other states via the web, conference presentations, or workshops
	Number of scheduled data collection series and special analyses	Number of multistate projects initiated and completed by SACs Number of SACs participating in the publication peer review process

Application Checklist

BJS FY24 State Justice Statistics for Statistical Analysis Centers Technical Assistance Program

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

Pre-Application

Before Registering in Grants.gov

- Confirm your entity's registration in the [System Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#)).

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [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 [Application Resource Guide](#)).
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#)).
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#)).
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [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 2024 Awards](#) in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$650,000.

Review Eligibility Requirement

- Review the "Eligibility" section in the Synopsis and "Eligibility Information" section in the solicitation.

Application Step 1

After registering with SAM.gov, submit the SF-424 and SF-LLL in Grants.gov.

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov.**

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

- A submission receipt.
- A validation receipt.
- A grantor agency retrieval receipt.
- An agency tracking number assignment.

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

- contact BJS or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see section on [Experiencing Unforeseen Technical Issues](#) in the [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

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract*
- Proposal Narrative*
- Application Goals, Objectives, Deliverables, and Timeline web-based form

Budget and Associated Documentation

- Budget Detail and Narrative web-based form*
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (see [Application Resource Guide](#))

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (if applicable) (see [Application Resource Guide](#))
- Human Subjects Protection
- Privacy Certificate
- Resumes of key personnel
- Organizational chart

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [Application Resource Guide](#))

- DOJ Certified Standard Assurances (see [Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [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 [Application Resource Guide](#) for additional information.

Standard Solicitation Resources

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

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

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

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

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.