

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



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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 administer the Bureau of Justice Statistics Statistical Support Program (BJS-SSP). The primary aim of the BJS-SSP is to provide statistical and methodological support for existing and new data collections. BJS collects, analyzes, publishes, and disseminates information on policing, prosecution, courts, institutional corrections, community supervision, and victimization. The BJS-SSP will support efforts to expand the agency's capacity to collect, analyze, and report criminal justice data, increasing the breadth of substantive issues.

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

Eligibility

- 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

BJS will consider applications under which two or more entities (project partners) would carry out the federal award; however, only one entity may be the applicant for the solicitation. Any others must be proposed as subrecipients (subgrantees). See the [Application Resource Guide](#) for additional information on subawards.

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 Amy D. Lauger, Senior Statistician, at 202-307-0765 or AskBJS@usdoj.gov with FY24SSP 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 in [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 \(SAM.gov\)](#).

The SAM.gov registration is required for a person applying on behalf of a small business (company). The business should obtain an Employer Identification Number (EIN) and not apply using a social security number: [IRS Apply for an Employer Identification Number \(EIN\) Online](#).

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](https://justgrants.usdoj.gov) by the JustGrants application deadline. See the [Submission Dates and Time](#) section for application deadlines.

Program Description Overview

With this solicitation, the Bureau of Justice Statistics (BJS) seeks to administer the Bureau of Justice Statistics Statistical Support Program (BJS-SSP). The primary aim of the BJS-SSP is to provide statistical and methodological support for existing and new data collections. BJS collects, analyzes, publishes, and disseminates information on policing, prosecution, courts, institutional corrections, community supervision, and victimization. The BJS-SSP will support efforts to expand the agency's capacity to collect, analyze, and report criminal justice data, increasing the breadth of substantive issues.

Statutory Authority

Under Section 302 of the Omnibus Crime Control and Safe Streets Act (34 U.S.C. § 10132(c)), BJS is authorized to "make grants to or enter into cooperative agreements or contracts with public agencies, institutions of higher education, private organizations, or private individuals" for purposes of collecting and analyzing criminal justice statistics.

Specific Information

Through the BJS-SSP project, BJS aims to undertake statistical and methodological research that complements the routine collection and reporting of statistics across the criminal justice system. BJS develops and disseminates statistics that describe criminal justice system operations and attributes of law enforcement, prosecution, judicial, and correctional agencies at all levels of government. BJS also undertakes special projects to develop new statistical collections and methodologies.

BJS conducts more than 70 statistical collections. The most widely known BJS collection is the National Crime Victimization Survey, which provides national estimates on victimization. Of the other statistical collections, the majority obtain one of two types of information: (1) movement of populations through the criminal justice system, or (2) characteristics of criminal justice agencies.

Several BJS collections are based on administrative records obtained from courts and pretrial and correctional agencies. Periodically, BJS conducts surveys of people held in prisons or local jails. Through these collections, BJS annually publishes statistics on persons who are under correctional supervision and who are processed through the federal criminal justice system. BJS also publishes statistics on law enforcement agencies and correctional facility operations, prosecution practices and policies, the work of state courts, indigent defense practices and policies, criminal justice expenditures and employment, characteristics of correctional populations, and recidivism patterns.

A roster of BJS's data collections can be found at <https://bjs.ojp.gov/data-collections/search>, and more information about specific BJS topics of interest can be found at <https://bjs.ojp.gov/topics>.

The BJS-SSP is a 36-month project (pending funding and performance). Consistent with the use of a cooperative agreement, BJS will have substantial involvement in all aspects of the project. This includes direct oversight and involvement with the successful applicant in implementing the program but excludes day-to-day project management. BJS anticipates BJS-SSP projects will include, but are not limited to:

1. **Feasibility and pilot studies:** These projects may include developing and testing new BJS data collections that address gaps in BJS statistical coverage. Examples of activities involved in feasibility and pilot studies include:
 - i. Preparing Paperwork Reduction Act information collection packages for approval by the Office of Management and Budget (OMB).
 - ii. Conducting cognitive interviews, focus groups, and other qualitative methodologies.
 - iii. Designing data collection instruments, procedures, and protocols.
 - iv. Convening technical working groups (TWGs), subject matter experts (SMEs), or peer review panels to independently assess the quality of data collection strategies and deliverables. This could include all logistical arrangements, recruitment of participants, and payment for their participation in related activities.
 - v. Developing and administering pilot tests (including web-based and other appropriate methods).

2. **Methodological and statistical support:** These projects may include research and analysis related to design and estimation methods for complex survey and administrative data, disclosure risk assessment, and other specialized tasks in support of data confidentiality and privacy standards development. Examples of activities involved in methodological and statistical support projects include:
 - i. Developing a study sampling plan.
 - ii. Developing a study weighting and variance estimation plan.
 - iii. Research and development related to new methods or procedures.
 - iv. Conducting a disclosure risk assessment.
 - v. Conducting research to inform agency confidentiality and privacy standards development.
 - vi. Providing training and technical assistance to BJS staff on methodological topics.

3. **Special and ad hoc analyses:** These projects may include assisting BJS with special analyses to address emerging issues or an agency priority that requires a quick turnaround. These projects are often narrowly focused, require a rapid timeline, and involve only a small number of staff.

BJS expects two to four tasks per year to be performed under this award. Once underway, BJS will provide statements of work to which the recipient of funds is expected to respond with a proposed plan and budget. The awardee will be responsible for working closely with BJS to clarify the project objectives and research questions; propose new projects for consideration that align with BJS priorities; identify the necessary data and appropriate methods; provide input on the relative strengths and weaknesses of different analytical approaches (as appropriate); conduct analyses and prepare relevant documents; and clearly communicate the planning, work, and results.

BJS anticipates and encourages applicants to propose partnerships with other organizations and individual SMEs to support the breadth and depths of topics supported through the BJS-SSP. This may include both technical and substantive expertise.

Examples of technical expertise include:

- complex sample designs and statistical estimation
- survey construction, including developing reliable and valid survey instruments

- weighting and imputation methods
- information collections including focus groups, structured interviews, surveys, and large administrative data sets
- developing clear and effective data visualizations for technical and general audiences
- disclosure avoidance methods and confidentiality protection

Examples of substantive expertise include:

- expertise in criminology, criminal victimization, and the criminal justice system
- researchers from other fields, such as public health, sociology, epidemiology, psychology, and education, who demonstrate capacity to transfer best practices from these fields to issues related to the criminal justice system

Some previous examples of BJS-SSP projects include, but are not limited to:

[Maternal Health and Pregnancy Outcomes from Prisons and Jails Feasibility Study](#): This study assessed the feasibility of collecting data on maternal health and pregnancy outcomes from prisons and jails. It examined the availability and quality of data, the respondent burden, and the challenges of collecting data on the health and health care of pregnant women in custody at the federal, state, local, and tribal levels.

[Justice Expenditure and Employment Tool](#): This project involved development of an interactive tool that allows users to explore expenditures, employment, and payroll data for multiple categories—total justice system, police protection, judicial and legal, and corrections—at different levels of government, including national, state, county, and city.

[Adjudication of Misdemeanor Offenses Feasibility Study](#): This study examined the feasibility of gathering reliable national data on misdemeanor charges filed in state, county, and municipal courts—currently a substantial gap in criminal justice statistics.

Solicitation Goals and Objectives

Goals

The goal of the BJS-SSP is to provide statistical and methodological support for existing and new data collections. The BJS-SSP will support efforts to expand the agency’s capacity to collect, analyze, and report criminal justice data.

Objectives

Working closely with BJS through this cooperative agreement, the recipient of funds will complete the following specific objectives:

1. Provide Overall Project Management

Effective communication between the recipient of funds and the federal government, coordinated through the BJS-SSP project manager (PM), and successful management of the project as a whole are essential to the success of this project.

i. Kickoff Meeting

Within 60 days of the award, the awardee will hold a virtual kickoff meeting with the BJS-SSP PM to discuss overall project management and initial project requests. The awardee shall send a draft agenda and any relevant materials to the BJS-SSP PM no less than 3 working days prior to the meeting and provide a final agenda that reflects

BJS feedback no less than 1 working day prior to the meeting. Within 1 week after the meeting date, the awardee shall submit to the BJS-SSP PM a memorandum summarizing major decisions reached and follow-up issues identified during this discussion.

ii. Ongoing Communication

The awardee shall communicate with the BJS-SSP PM and other federal staff in regular conference calls and periodic meetings to ensure timely decision-making. The awardee shall propose a communications strategy that addresses how the recipient of funds will keep BJS informed about program planning, development, and management. This strategy should define clear lines of authority on the project team to ensure successful management of complex tasks.

The awardee shall prepare monthly progress reports. These progress reports shall summarize:

- Major activities and accomplishments during the reporting period
- Progress on each task for the report month
- The extent to which tasks are on schedule and any significant deviations from the substantive and time factors in the contract
- Significant challenges or anticipated challenges
- Activities planned for the next month
- Decisions that may be needed from BJS
- Expenditure data by task and subtask, monthly and cumulative expenditures, and balance remaining.

The report shall state if no problems or deviations exist. If there are problems or deviations, the contractor shall describe the plan for addressing them. If necessary, an updated work plan for the remainder of the contract period should be included.

iii. Data Management Plan

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

2 Perform statistical project work

For each statistical project assigned, the awardee will perform the following steps:

i. Convene a kickoff meeting

For each new project, the awardee shall convene a virtual kickoff meeting with the BJS-SSP PM and relevant BJS agency/program staff to clarify BJS's interests and objectives for the project, and may include a discussion on tasks, deliverables, timelines, budget estimates, methodologies to be employed, anticipated challenges, potential solutions, and other relevant topics. The awardee shall send a draft agenda and any relevant materials to the BJS-SSP PM no less than 3 working days prior to the meeting and provide a final agenda that reflects BJS feedback no less than 1 working day prior to the meeting. Agenda items may include introduction of key staff, review of task requirements, and channels of communication. Within 1 week after the meeting date, the awardee shall submit to the BJS-SSP PM (and other project staff as directed by the BJS-SSP PM) a memorandum summarizing major decisions reached and follow-up issues identified during this discussion. Based on feedback from the kickoff meeting, the summary memo, and consultation with BJS-SSP PM, the awardee shall refine and clarify the proposed work plan, including tasks, schedules, and deliverables.

ii. Develop project scope and approach through a work plan and an analysis plan

- a. Work Plan. The awardee shall develop a proposed work plan prior to the project's kickoff meeting that, at a minimum, summarizes project scope, including essential background information; research questions or requested analysis; expected deliverables; projected timeline; project staffing; and project budget. It may include initial proposals of analytical methods and potential data sources that could meet the requirement. It may include a discussion of the implications of the research questions or analytical problems, or the limitations and capabilities of the existing administrative data. It may propose a need for a TWG or SMEs. A revised work plan shall be submitted no later than 2 weeks after the kickoff meeting and shall reflect more detailed information and understanding of the activities required to conduct the analysis and meet the goals and objectives of the project. (Note: Each individual project could range in scope from a single small data analysis project to a larger more complex project. The topics and scope of each individual project will be determined as part of this task in coordination with the BJS-SSP PM. Therefore, for budgeting purposes, applicants should assume two to four projects per year, each of which would produce deliverables as indicated in the work plan.)
- b. Analysis Plan. The awardee shall develop a detailed analysis plan that discusses task objectives and/or research questions, proposed statistical methodology, and anticipated format and use of the analysis results. An approved analysis plan may be updated at a later date if additional information about a project, such as data quality, affects the ability to conduct the proposed analysis.

- iii. Perform statistical project work. As described above, there are several types of statistical projects that may be assigned through the BJS-SSP.

- iv. Propose Reporting and Dissemination Plan. For each project, the awardee shall propose a dissemination plan to document, communicate, and present the results of the analysis to its intended audience. This may include draft, interim, and final reports; issue/research papers; internal memoranda; issue/research briefs; one-pagers; briefings to BJS; conference presentations; working papers; scholarly journal articles; reports on special topics; data files; and documentation. The awardee shall present a comprehensive plan for successfully communicating the project's findings in a clear and concise manner while maintaining the scientific integrity of the project. Dissemination plans may be described in the analysis plan or at a later time, as determined by the BJS-SSP PM. The awardee shall develop the materials and products described in the dissemination plan. BJS expects all products to be written in clear language. All published deliverables shall be 508 compliant.
- v. Internal Deliverables (as applicable). An internal deliverable may be produced if the analysis is intended solely for internal management purposes, if there are data disclosure preclusions, or if there are other concerns with releasing the analyses. All internal deliverables must be identified at the onset in the work plan as internal deliverables.
- vi. External Deliverables. External deliverables should be written in clear and plain English without jargon or grammatical or typographical errors. Unless there is specific direction from the BJS-SSP PM, awardees should expect that written materials are written to professional quality standards and are appropriate for posting on the BJS website. Unless there is specific direction from the BJS-SSP PM or legal concerns with doing so, awardees should expect that any datasets created or produced by the project remain the property of BJS.
- vii. Briefings. The awardee shall present oral briefings at the BJS-SSP PM's request for each project unless stated otherwise in the work plan. The awardee shall develop all materials and handouts for the presentation or briefing and coordinate other logistics.
- viii. Data and Documentation. The recipient of funds will be expected to deliver data and documentation to BJS, if applicable. During data collection, BJS may request preliminary copies of the data to evaluate quality. For each project undertaken, recipients must provide the specific data structure documentation to BJS, which will include, at minimum, the expected names, formats, and allowable values for each data element. Multiple data files may be required, such as an initial data file that includes all data collected and an analysis data file with all weights and imputations clearly identified as appropriate. The recipient of funds and PM will determine the file format prior to delivery (e.g., R, SPSS, SAS, or Stata). The data and data structure documentation shall be subject to review and approval by BJS's Technology and Management Unit. BJS does not expect to conduct full data collections under this award.

Sample Projects

To illustrate the type of tasks BJS may pursue with the BJS-SSP, three sample projects are listed below.

Sample Project #1 Mortality in Criminal Justice: Research and Development

The primary goal of this project is to determine the best methods to obtain data on deaths that occur while people are in the custody of local jails, state prisons, or the Federal Bureau of Prisons (BOP), and arrest-related deaths to include civilian deaths that occurred during, or shortly after, state or local law enforcement personnel engaging in an arrest or restraint process. This involves collection of decedent characteristics and the circumstances surrounding the deaths (without duplicating existing federal efforts). This project involves two phases.

Phase 1: Develop a data collection methodology to collect detailed information on deaths in custody (both inmate and arrest-related) using open-source and/or proprietary data collection methods that minimize respondent burden. Recommendations for future implementation of the Mortality in Criminal Justice Program will include:

- A clear statement on the exact parameters of the open-source search process to determine which types of cases of deaths in custody should be included or excluded—a definition that addresses temporal, geographic coverage, and specific case factors.
- Consideration of issues related to how inclusive the search results are, as well as exclusionary factors that should be used to avoid false positives.
- Consideration of issues related to how to identify and exclude duplicate cases.
- A strategy that captures the challenges and benefits associated with open-source review approaches.
- Articulation of a plan that will describe the completeness and efficiency of the searches and identify the criteria that will be used to evaluate and substantiate the efficacy of the process.
- Specific recommendations for an ongoing method of identifying deaths that occur while inmates are in the custody of local jails, state and federal prisons, and arrest-related deaths in the United States from open sources, and for collecting information about decedents and the circumstances surrounding those deaths from law enforcement agencies.
- Clear cost estimates for running the program on an annual basis.

Phase 2: Pilot test the proposed data collection methodology, prepare and provide to BJS resulting data files with all accompanying documentation, and research and propose suitable methods to facilitate archiving and access to data that minimizes risk of reidentification. Assess the quality and completeness of the data collected during the pilot. Propose options that may include, but are not limited to, surveys with official agency sources or the collection of official incident records to confirm the deaths identified through open-source review and to determine whether there were additional deaths that were not captured through open-source review.

Sample Project #2 Plea Agreement Feasibility Study

Based on past research, BJS has found that most cases in the U.S. court system are resolved by plea. The purpose of this project is to explore feasibility of developing a data collection to produce official statistics on this topic. Activities may include:

- Conduct an environmental scan of:

- existing research related to plea agreements, noting findings relevant to potential survey or administrative data collections
- existing state statutes or state criminal court rules related to plea agreements
- Prepare information clearance package for approval by OMB
- Conduct focus groups or structured interviews with prosecutors and defense attorneys
- Develop two to three options for collecting key information on a national scale
- Prepare a report of recommendations
- Present briefing of the project findings

Sample Project #3 Exploratory Study on the barriers to reentry formerly

incarcerated people encounter. There is currently a significant gap in understanding what factors correlate with successful reentry post-incarceration. Although administrative data sources may identify patterns in post-incarceration employment and use of public benefits, self-reported data by individuals is needed to better understand the barriers to reentry formerly incarcerated people encounter. Similarly, evaluations of programs may identify whether a particular intervention strategy was effective for one particular outcome of interest (for example, employment, housing, continuity of medical care in the community), but are unable to address the simultaneous barriers that face persons newly released from prison. The purpose of this project is to explore methods for collecting data on the challenges and successes that formerly incarcerated persons encounter on reentry into the community. Activities may include:

- Conduct a literature review of relevant research in this field and past studies to inform recommendations on associated factors (health, education/training, access to transportation, substance use, family support) that may be important in success for key measures such as employment or housing
- Conduct a review of existing BJS instruments as well as other instruments in the field, and develop recommendations on areas for instrument improvement
- Prepare generic clearance package for approval by OMB
- Develop revised instrument and conduct cognitive testing
- Prepare a report of recommendations for a final instrument and approach for a national scale implementation.

Deliverables

The deliverables BJS expects to produce will vary by sub-project and may comprise technical reports, presentations at professional conferences, and other outputs commensurate with research and development work related to BJS statistical collections.

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: Awards will be up to \$1,500,000

Period of Performance Start Date: 10/1/2024

Period of Performance Duration (Months): 24

Anticipated Total Amount To Be Awarded Under This Solicitation: \$1,500,000

Additional Information: While the maximum allowable funding amount is \$1,500,000, 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.

Following this obligation, BJS intends to fund 1 additional year through a continuation award not to exceed \$1.5 million, contingent on the recipient's performance and the availability of federal funds. The total funding for all project tasks is not to exceed \$3 million. Applicants should plan to respond to invited applications for such continuation awards, and planning should consider the potential funding cycles involved. The budget submitted in response to this solicitation should present costs associated with the initial award of \$1.5 million for 24 months, with breakdowns by project year and task. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, OJP's strategic priorities, and OJP's assessment of both the management of the award (for example, timeliness and quality of progress reports), and the progress of the work funded under the award.

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.

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.

A small business, in addition to obtaining the SAM.gov registration, should obtain an Employer Identification Number (EIN) from the Internal Revenue Service. The person applying for an award will submit the EIN value as the Tax Identification Number (TIN). The applicant should not submit their social security numbers. For additional information, including the steps to obtain an EIN: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

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 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 July 23, 2024.

The **full application** must be submitted in JustGrants by 5:00 p.m. Eastern Time on July 30, 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 askbjs@usdoj.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 askbjs@usdoj.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 (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:

- 1) SF-424 and SF-LLL (in Grants.gov)
- 2) Proposal Abstract (in JustGrants)
- 3) Proposal Narrative (in JustGrants)
- 4) 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

Entity and User Verification (First Time Applicant)

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

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, OJP may consider such noncompliance in peer review and in final award decisions. These limitations apply to tables and figures included within the narrative.

The Proposal Narrative must include the following sections:

- a. Statement of the Problem
 - i) Describe why the BJS-SSP project is important, and how the results will provide meaningful research on projects across the criminal justice system.
 - ii) Demonstrate a thorough understanding of the field and show knowledge of current priority data needs.
 - iii) Demonstrate an understanding of the technical needs and awareness of key aspects of the criminal justice field that might present challenges for research and development work under the BJS-SSP.

- b. Project Design and Implementation
 - i) Describe how the proposed team will manage projects to meet BJS's priorities, including use of partners, subgrantees, and other SMEs.
 - ii) Describe how the proposed team would approach two of the three sample tasks outlined under Objective 3, "Sample Projects." Include a proposed methodological approach, data that would need to be collected and/or analyzed, timeline, staffing plan, and the expected deliverables.
 - iii) Propose an additional project consistent with Objective 3 that could be accomplished through the BJS-SSP. Include a proposed methodological approach, data that would need to be collected and/or analyzed, timeline, staffing plan, and expected deliverables.

- c. Capabilities and Competencies
 - i) Describe the proposed project team's capacity to provide the substantive, technical, analytic, and methodological research services necessary to meet the objectives of the BJS-SSP.
 - ii) Describe how the core team's capacity will be supplemented with other experts in cost-effective ways.
 - iii) Describe how the proposed project team's performance on issues directly related to the BJS-SSP's goals and objectives demonstrates their capability to address the goals and objectives of this project. This may include past research reports, past projects (with references), and current research projects. Note that the materials related to past performance will not count against the 30-page limitation for the program narrative.
- 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 to provide notice that award recipients will be required to submit performance data as part of each award's reporting requirements.

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](#) at www.ojp.gov/performance for more information on performance measurement activities.

A list of performance measure questions for this program can be found in the performance measure section of this solicitation. 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 semi-annual performance reports in JustGrants. BJS will provide further guidance on the post-award submission process if the applicant is selected for the 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.

Deliverables Expected by Successful Applicants

Objective #	Deliverable #	End Result/Deliverable(s)	Schedule/Milestone
Objective 1: Provide Overall Project Management	1	BJS-SSP Virtual Kickoff Meeting	Within 60 days of the award
	2	Memorandum summarizing kickoff meeting	Within 1 week of kickoff meeting
	3	Agendas for project calls	2 days prior to the call
	4	Summary of project calls	Within 3 days of the call
	5	Monthly progress reports	No later than the 10th day of the month following the month being reported
	6	Data management plan	Draft within 90 days of the kickoff meeting or as determined by the PM
Objective 2: Perform statistical project work (for each task)	7	Project kickoff meeting	As determined by the PM
	8	Memorandum summarizing kickoff meeting	Within 1 week of kickoff meeting
	9	Work plan (initial, revisions, final)	Final within 30 days of the kickoff meeting or as determined by the PM
	10	Analysis plan (initial, revisions, final)	Final no later than 30 days after a work plan has been approved by the PM
	11	Prepare data files, documentation, and other deliverables as specified in the work plan	According to the schedule in the work plan
	12	Internal deliverables, as applicable	According to the schedule in the work plan
	13	External deliverables	According to the schedule in the workplan
	14	Briefings	As determined with the PM
	15	Data file, codebook, and all accompanying documentation	According to the schedule in the work plan

Program objectives and deliverables should be included in one timeline.

Budget and Associated Documentation

Funding Restrictions

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 “[Application Resource Guide](#)” section on [Budget Preparation and Submission Information](#) 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.

Costs Associated With Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. See the [Application Resource Guide](#) for information on costs associated with language assistance.

Budget/Financial Attachments

Pre-Agreement (Pre-Award) Costs (if applicable)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the Federal award, but before the start date of the period of performance, incurs costs which are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the “Costs Requiring Prior Approval” section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.

Indirect Cost Rate Agreement (if applicable)

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 (if applicable)

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.

Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000

If an applicant proposes to hire employees with Federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. See the [Application Resource Guide](#) for information on the "Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver."

Disclosure of Process Related to Executive Compensation (if applicable)

This notice of funding opportunity expressly modifies the Application Resource Guide by not incorporating its "Disclosure of Process Related to Executive Compensation" provisions. Applicants to this funding opportunity are not required to provide this disclosure.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes (if applicable)

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

Memoranda of Understanding (MOUs) and Other Supportive Documents (if applicable)

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) what service(s) and other work will be performed under the agreement by what organization; (3) duration of the agreement.

Subcontracts, MOUs, or letters of intent should be submitted as one separate attachment to the application.

Research and Evaluation Independence and Integrity Statement (if applicable)

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' protection 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 that 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 members, including information technology personnel, subcontractors, and/or consultants, with access to identifiable data collected in conjunction with 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, is 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 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 (15%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (35%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (30%): 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 (15%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

Other important considerations for OJP include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget web-based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. 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 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 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

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 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 Synopsis.

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

Ensure proficient project management and communication with the BJS project manager and subproject leads.	<p>A data management plan is established and adhered to throughout the project.</p> <p>The number project meetings that provide accurate updates and effective communication with BJS staff.</p> <p>The number of project plans developed, followed, and updated as needed, with appropriate BJS approval.</p> <p>The number of progress reports which accurately reflect activities and expenditures.</p>	<p>Data management plan</p> <p>Project plans</p> <p>Project and subproject kickoff meetings</p> <p>Biweekly or monthly project meetings, as requested</p> <p>Progress reports with project activities and expenditures</p>
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<p>Maximize engagement with stakeholders and experts in and ensure effectiveness of feasibility and pilot studies.</p>	<p>Number of stakeholders and experts consulted.</p> <p>The number of deliverables that meet expectations.</p> <p>The number of stated goals of study that are completed successfully.</p>	<p>Number of stakeholders consulted</p> <p>Number and type of experts consulted</p> <p>For each applicable subproject:</p> <ul style="list-style-type: none"> • Methodology and analysis plans approved by BJS. • Generic Office of Management and Budget clearance documentation, as applicable • Cognitive interviewing documentation, as applicable. • Analysis code and data documentation. • Raw and final datasets, as applicable. • Final report, including recommendations for BJS.
<p>Maximize enhancements to BJS products through methodological and statistical support</p>	<p>The number of BJS deliverables completed on time.</p> <p>The number of deliverables that meet expectations.</p> <p>The number of results that demonstrate enhancements.</p>	<p>For each applicable subproject:</p> <ul style="list-style-type: none"> • Methodology and analysis plans approved by BJS. • Analysis code and data documentation. • Demonstrated enhancements. • Raw and final datasets, as applicable. • Final report, including recommendations for BJS.
<p>Maximize enhancements or expansions of BJS products through special and ad hoc analyses</p>	<p>The number of BJS deliverables completed on time.</p> <p>The number of deliverables that meet expectations.</p> <p>The number of analyses that demonstrate enhancements to or expansion of BJS's statistical programs.</p>	<p>For each applicable subproject:</p> <ul style="list-style-type: none"> • Methodology and analysis plans approved by BJS. • Analysis code and data documentation. • Demonstrated enhancements. • Raw and final datasets, as applicable. • Final report

Application Checklist

BJS FY24 Statistical Support 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 \$1.5 million.

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 “[Application Resource Guide](#)” section on [Experiencing Unforeseen Technical Issues](#)).

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 Narrative and 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](#))

Additional Application Components

- Certification of Human Subjects Protection (see <https://bjs.ojp.gov/funding/human-subjects-and-confidentiality-requirements>)
- Privacy Certification (see <https://bjs.ojp.gov/sites/g/files/xyckuh236/files/media/document/bjsmpc.pdf>)
- Research and Evaluation Independence and Integrity (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (see [Application Resource Guide](#))
- Memorandum of Understanding
- Resumes of key personnel
- List of procurement contracts

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 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.

[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.