

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



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## FY 2022 Census of Public Defender Offices

<b>Assistance Listing Number #</b>	16.734
<b>Grants.gov Opportunity Number:</b>	O-BJS-2022-171331
<b>Solicitation Release Date:</b>	May 13, 2022
<b>Grants.gov Deadline: Application</b>	July 06, 2022 8:59 PM
<b>JustGrants Deadline:</b>	July 13, 2022 8:59 PM

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### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) seeks applications for funding for the second iteration of the Census of Public Defender Offices (CPDO). This program furthers the Department's mission through collection, analysis, publication, and dissemination of statistical information on criminal offenders and the operations of criminal justice systems.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Eligible Applicants:

For profit organizations other than small businesses, Native American tribal governments (Federally recognized), Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501 (c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process, to be eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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

BJS will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional

information on subawards, see the [OJP Grant Application Resource Guide](#).

BJS may elect to fund applications submitted under this FY 2022 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

### **Contact Information**

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#) or [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the full application in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time Monday-Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and Federal holidays.

For assistance with any other requirements of this solicitation, contact Erica Grasmick, Project Manager, by telephone at 202-307-0765, or by email at [AskBJS@usdoj.gov](mailto:AskBJS@usdoj.gov). Include "CPDO22" in the subject line.

### **Submission Information**

Applications will be submitted to DOJ in two steps:

**Step 1:** The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov). To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the "How to Apply" section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

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## Program Description

### Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats and builds trust between law enforcement and the community. The Bureau of Justice Statistics (BJS) is seeking applications for administering the Census of Public Defender Offices (CPDO). BJS has conducted one iteration of data collection with public defender offices and will update that collection with this solicitation. The census will obtain information about the operations, workload, staff size, policies, and procedures of the approximately 1,000 public defender offices across the nation. A draft collection instrument will be provided by BJS. The grantee will be expected to assemble a complete roster and conduct a census of all state and local public defender offices. This 36-month program includes (1) questionnaire development, (2) frame development, (3) fielding the CPDO, and (4) data cleaning, analysis, and delivery of raw and final datasets and a comprehensive final performance report. This study will continue BJS's efforts to collect data on indigent defense in the United States. The CPDO will extend the findings of the [Survey of Public Defenders](#) (SPD) and [National Survey of Indigent Defense Systems](#) (NSIDS) to enhance BJS's understanding of the work done by attorneys representing indigent clients.

### Statutory Authority

34 U.S.C. § 10132(c)

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

State and local public defender offices providing criminal defense counsel to indigent persons are located in a variety of agencies and organizational structures nationwide. According to the 2021 [Survey of Publicly Appointed Defense Attorneys: Design Study](#), 28 states and the District of Columbia maintain centrally administered, statewide systems, while 22 states have decentralized public defense systems operated at the local jurisdiction level.<sup>[1]</sup> In 18 of the 22 states with decentralized structures, public defender offices are dedicated exclusively to individual counties, while the remaining four decentralized states have offices that serve clusters of counties. Among the county-based jurisdictions, some have locally elected public defenders, while others are appointed by a variety of entities. Many jurisdictions rely exclusively on private contract attorneys, assigned counsel systems, or similar arrangements outside a public defender office for indigent defense services; these indigent defense systems are outside the scope of this data collection. The CPDO is limited to the approximately 1,000 publicly funded public defender offices, including stand-alone public defender offices that specialize in capital cases. Publicly funded but privately-operated public defender offices are also included within the project scope. Different data collection strategies may be necessary to effectively gather required information from the variety of office profiles.

In 2007, BJS sponsored the [inaugural data collection effort](#) on indigent defense services, which generated a breadth of informative statistics conveying both the amount of casework managed by public defender offices and the diverse systems in place across jurisdictions. Reports based on the 2007 CPDO provided aggregate details on office operations, such as whether offices adhered to vertical or horizontal representation practices and whether offices had advisory boards with authority to hire or remove public defender chiefs. Caseloads were also broken down into misdemeanor/ordinance violations, felony, and capital felony cases to highlight expenditure distributions by case type. The 2007 CPDO also explored the prevalence and practices of invoking eligibility standards for engaging public defenders.

This second iteration of the CPDO is an extension of BJS's efforts to better understand the role of public defenders in the criminal justice system. Similar to its predecessor, the current project will collect data on office structure and expenditures, numbers and types of cases handled, size and characteristics of staff, attrition rates, funding sources, special units operated, and use of outside legal services, such as contract attorneys and assigned counsel appointments.

A key aspect to the successful completion of the 2022 CPDO will involve dedicating substantial time and resources to constructing the frame for the administration of the census. Identifying changes to how public defender offices are

currently centralized and compiling complete lists of offices among the decentralized states are key to the CPDO's success. Constructing a comprehensive frame will ensure that reliable and informative national public defender office statistics are generated from the survey.

[1] Maine does not have a public defender office.

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

### **Goals**

The CPDO is a 36-month program with the goal of providing accurate and timely national statistics about public defender offices and their structures, staffing, expenditures, standards and guidelines, caseloads, and attorney training opportunities.

### **Objectives**

The CPDO's primary objectives are to (1) develop and test a questionnaire, (2) update the existing frame of public defender offices, (3) field the CPDO, and (4) clean, analyze, and deliver raw and final datasets and a comprehensive final performance report.

### **Deliverables**

Consistent with the use of a cooperative agreement, BJS will be substantially involved in the program. This includes direct oversight and participation in implementing the program but does not involve day-to-day program management. The scope of work necessary for the successful applicant to prepare, design, and carry out the CPDO is described below and includes the main program deliverables with target end dates.

Applicants should briefly describe how they would accomplish each deliverable (identified under the individual Tasks) in the time frame specified and estimate the costs associated with each deliverable. This should include (1) a description of the specific strategies or approaches the applicant would employ to meet each outcome, (2) a description of the capabilities and demonstration of the expertise that will enable the applicant to successfully meet each outcome, and (3) cost estimates for performing the work. The application should describe the applicant's knowledge of the challenges and complexities associated with developing the survey instrumentation and achieving adequate response rates to minimize bias. It should also describe the proposed approaches to collecting data, developing and testing the survey instrument, administering the survey, and ensuring data quality.

The recipient of funds will complete all work associated with successfully fielding and delivering data for this collection according to the time frames BJS establishes and procedures detailed in the BJS-approved Data Management Plan. The specific tasks for this collection are described below. Tasks include instrument design, development, and testing; frame development; Office of Management and Budget (OMB) clearances (generic clearance for design and testing work and full clearance for a survey); survey administration procedures, including mixed mode as necessary; data collection and verification; sample maintenance and assessment of bias in responses; weighting and imputation; and dataset preparation and delivery, including codebooks and documentation.

**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 the data collected under BJS's authority for the program will be collected or acquired, received, handled, processed, stored, transferred, and disposed during the award period. For programs including information identifiable to a private person or personally identifiable information (PII), the DMP should complement the information provided in the Privacy Certificate (28 C.F.R. 22.23) to describe controls in place to protect data security and confidentiality. The recipient of funds will complete the DMP in collaboration with the BJS Program Manager and submit it to BJS for review and approval **no later than 60 days after the award start date**. The award recipient will maintain an updated version of its DMP throughout the program period and must receive written BJS approval prior to making changes to the approved plan. The award recipient must submit, as applicable, an updated copy of the DMP for review with its semi-annual performance reports and at any time upon the request of BJS.

### **Timeline**

The key target dates are—

- Stakeholder engagement and development of the instrument by June 2023.
- Begin frame development by March 2023.
- Complete questionnaire testing and cognitive interviewing by December 2023.

- Begin data collection by April 2024.
- Conclude data collection by December 2024.
- Final data delivered by June 2025.

**Task 1: Program management (all years)**

**Program timeline:** Within 2 weeks of the award start date, the recipient of funds will meet with BJS to discuss the proposed tasks. The recipient of funds will then develop and propose, for BJS approval, a detailed timetable outlining the completion dates for each task, delivery date for each deliverable and status report, and dates for scheduled meetings.

**Communications strategy:** Applications should include a communications strategy that addresses how the recipient of funds will keep BJS informed about program planning, development, and management.

**Meetings:** Applicants should plan for meetings, including—

- a. A kickoff meeting at BJS to discuss plans and schedule activities for the project period.
- b. A wrap-up meeting at the end of the project period to present findings and recommendations to BJS.

**Performance reports:**

- a. Provide semi-annual reports on the status of the award, deliverables, and expenditures uploaded into the DOJ JustGrants system.
- b. Provide quarterly financial reports uploaded into JustGrants.
- c. Provide monthly written reports that update the status on areas such as tasks, timeline, and expenditures.
- d. During data collection, provide weekly reports on the status of sample collection and paradata, such as the number of interviews completed per reporting period, response rates, field costs, etc. ??

**Data management plan:**

*Required deliverables:* (1) A written timeline for the entire program (all tasks), with the design and program tasks more fully specified, (2) biweekly program meetings, (3) semi-annual reports as required by OJP, (4) quarterly financial reports as required by OJP, (5) progress reports due within 15 business days after the end of each month or at a time determined mutually between BJS and the successful applicant, and (6) a DMP due within 60 days of the award start date.

**Task 2: Instrumentation and stakeholder engagement**

The recipient of funds will work with BJS to finalize the CPDO instrument so that data collection may begin in early 2024. BJS will provide key indicators for the questionnaire development and work with the recipient to ensure that the final survey items are constructed such that estimates can be compared to those from past CPDO questionnaires, where appropriate. In conjunction with BJS, the recipient of funds will convene a panel of subject matter experts in indigent defense for consultation on the development, review, and pre-testing of the data collection instrument. The time, preferred medium, and potential attendees for this meeting will be coordinated and approved by BJS. The recipient will then further refine the draft instrumentation by incorporating panel recommendations.

The recipient of funds should prepare an OMB generic clearance for the cognitive testing and frame development work. Once draft instrumentation is developed and the OMB generic clearance obtained, the recipient will cognitively test the survey to refine the content and assess the feasibility of the items and the wording of questions. The recipient will work with BJS to evaluate the results of the cognitive testing and adjust the instrument as necessary. The final questionnaire will be approved by BJS prior to administration. Applicants should recommend the survey’s primary mode of administration and the backup mode. BJS provides: A universe of survey items and key indicators for core questionnaire development and 2007 CPDO instrument.

*Required deliverables:* (1) A report summarizing the recommendations of the panel of subject matter experts to identify key variables of interest in the field and optimal outreach strategies for engaging respondents, (2) a draft instrument, (3) draft OMB generic clearance materials, (4) cognitive testing of the CPDO questionnaire, including a detailed report of the results and recommendations for modifications, and (5) a final questionnaire, including screenshots of web-based data collection instrument.

**Task 3: Frame development**

As this is a nationwide census of public defender offices, development of the frame is critical for meeting the goals

of the project. The recipient of funds will update the frame for the CPDO. BJS will provide the recipient of funds with the development materials and dataset from the 2007 CPDO. The recipient of funds will be responsible for verifying and updating the names, contact information, and appropriate contacts for the respondent list. It will be necessary for the grantee to ensure that the entire universe of offices has been enumerated. BJS expects the recipient of funds to consult a series of sources for valid lists of public defender offices, including existing BJS data sources, state lists, experience with specific public defender agencies, commercial databases, membership lists of professional associations, academic researchers specializing in indigent defense research, defense bar professionals, and other data sources. The recipient must also ensure that point-of-contact (POC) information is current. Applicants should document how the frame update can be achieved.

The recipient of funds should plan for any adjustments that may be necessary to produce reliable national totals given the unit and item response rates. The recipient of funds should also plan to evaluate the types of offices that will be considered in scope. BJS provides: The 2007 CPDO frame and dataset.

*Required deliverables:* (1) Documentation on frame development, including data sources and office inclusion and exclusion, and (2) a final CPDO frame.

#### **Task 4: OMB clearance**

The recipient of funds will provide BJS draft materials for OMB clearance for the CPDO. Materials for the full data collection include the 30- and 60-day notices, Form 83-I, the supporting statement, and copies of all survey documents, including but not limited to questionnaires, all instructions and follow-up documents, and any telephone scripts. BJS will provide sample documents as needed. Applicants should plan on a period of 6 months to obtain clearance, which includes BJS internal review. Full OMB clearance must be obtained by April 2024. BJS provides: Sample documents for the full data collection OMB clearances.

*Required deliverables:* Draft materials for full Paperwork Reduction Act clearance from OMB for the information collection.

#### **Task 5: Census administration and data collection procedures**

Applicants should provide a detailed plan on the census protocols to be implemented, including quality control procedures, administration techniques to ensure data quality and completeness to minimize bias in the estimates, and recommended mode(s). The plan should anticipate a data collection period of up to 1 year in length. Applicants should also describe the methods used to ensure high response rates, including nonresponse follow-up procedures and marketing plans. The recipient of funds will develop the proposed data edits, data conversion, nonresponse adjustment procedures, and data documentation for BJS review. Data edits and processing must be documented thoroughly for verification. The recipient of funds must have a system in place to verify the consistency, accuracy, and nonresponse of completed surveys and should conduct verification throughout the process to minimize nonresponse bias. The recipient should present a plan to describe nonresponse bias and data quality procedures. The recipient must provide summary reports about the status of the collection, including the overall response rate, response rate for selected subsets (such as office centralization status) assessment of nonresponse bias, and other information to be determined in conjunction with the BJS Program Manager. The last CPDO achieved a 97% response rate. BJS aims to achieve a high response rate and to minimize bias in attaining national representation. The recipient must minimize bias in unit- and item-response rates, subject to cost and time constraints. Applicants should provide a statement of the approach(es) to identify and minimize bias, including a discussion of nonresponse bias analysis plans if unit-nonresponse rates fall below 80%, and imputation procedures for items that are missing.

*Required deliverables:* (1) An operational electronic data collection method, (2) written documentation of data collection, processing, and cleaning procedures, (3) field progress reports of any problems with data collection activities and the corresponding remedial action, along with a written report of findings from the survey administration, including unweighted counts, based on the data, (4) weekly reports to assess response rates, data quality, and nonresponse bias, (5) a marketing plan and materials, (6) preliminary raw data in the format specified in the DMP when 50% and 75% response rates are reached, (7) detailed documentation of all modifications to the raw data file, and (8) a detailed final performance report.

#### **Task 6: Final verification and dataset**

The recipient of funds must conduct final verification procedures before delivering a final dataset to BJS. Data issues must be reported to BJS for resolution. The recipient of funds must provide a well-developed and justified approach to addressing item-specific missing or incomplete data, including any proposed data allocation, imputations, or nonresponse adjustments. The recipient of funds will produce a final data file following BJS specifications. The recipient will also provide supporting documentation, including a final report, analysis file, and codebook documentation. Documentation should also describe the frame development, ineligible offices, description of weighting procedures if applicable, and codes that identify aspects of data quality from the collection (such as missing data and imputed values) that allow users to appropriately analyze the data. Final dataset delivery



should occur by June 2025. BJS provides: Data specifications for the final data file.

*Required deliverables:* (1) Documentation of any data challenges, (2) a raw file and final cleaned dataset, and (3) a final study report and codebook documentation. BJS award recipients that serve as data collection agents may need to pass an OJP background check. They may also be required to complete some of their work on the OJP network using OJP-hosted applications. OJP may request copies of the codebook, database, and related documentation for any applications developed using BJS funds.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

#### **Evidence-Based Programs or Practices**

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

#### **Information Regarding Potential Evaluation of Programs and Activities**

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

#### **Federal Award Information**

##### **Solicitation Categories**

This solicitation does not include Solicitation Categories.

##### **Awards, Amounts and Durations**

##### **Anticipated Number of Awards**

1

##### **Anticipated Maximum Dollar Amount of Awards**

\$1,000,000.00

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

1/1/23 12:00 AM

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

36

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

\$1,000,000.00

##### **Continuation Funding Intent**

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

##### **Availability of Funds**

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

##### **Types of Awards**

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

### **Financial Management and System of Internal Controls**

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

### **Cost Sharing or Matching Requirement**

This solicitation does not require a match.

### **Pre-agreement Costs (also known as Pre-award Costs)**

See the [OJP Grant Application Resource Guide](#) information on Pre-agreement Costs (also known as Pre-award Costs).

### **Limitation on Use of Award Funds for Employee Compensation: Waiver**

See the [OJP Grant Application Resource Guide](#) information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

### **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

### **Costs Associated with Language Assistance (if applicable)**

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

### **Information System Security and Privacy Requirements**

Award recipients and subrecipients that serve as BJS data collection agents to collect, receive, handle, maintain, transfer, process, store, or disseminate information under BJS's authority in conjunction with the funded activities, including information identifiable to a private person and personally identifiable information (PII) (e.g., names, Social Security numbers, last-known addresses, or FBI, state, or Department of Correction (DOC) ID numbers), must maintain the appropriate administrative, physical, and technical safeguards to ensure that information systems are adequately secured and protected against unauthorized disclosure, in accordance with applicable federal laws, regulations, and other authorities.

Specifically, BJS award recipients and subrecipients are required to do the following, as applicable:

- Comply with the data security and confidentiality provisions detailed in 28 C.F.R. Part 22.
- Follow the DOJ Cybersecurity and Privacy Rules of Behavior for General Users, which pertain to the use, security, and acceptable level of risk for DOJ systems and applications.
- Adhere to National Institute of Standards and Technology (NIST) guidelines to categorize the sensitivity of all data collected or maintained on behalf of BJS.
- Once the system has been categorized, secure data in accordance with the Risk Management Framework specified in NIST SP 800-37 rev. 2.
- Employ adequate controls to ensure data are not comingled with any other data set or product without the express written consent of BJS.
- Reduce the volume of PII collected, used, or retained to the minimum necessary.
- Limit access to identifiable data to only those individuals who must have such access.
- Limit use of identifiable data to only the purposes for which it was approved.

Follow BJS's established security incident notification procedures, including notifying BJS and the appropriate

DOJ officials, within one hour of discovery, of all security incidents involving PII or other sensitive information collected or maintained in conjunction with BJS-funded activities.

- Log all computer-readable data extracts from databases holding sensitive information and ensure that each extract including sensitive data has been erased within 90 days or that its use is still required.
- Ensure all contracts involving the processing and storage of PII comply with DOJ policies on remote access and security incident reporting.
- Complete data security and confidentiality trainings, as applicable.
- Employ formal sanctions for anyone failing to comply with DOJ policy and procedures, in accordance with applicable laws and regulations.

Further, BJS award recipients that receive funding for projects that involve collecting, acquiring, storing, receiving, or transferring data under BJS's authority are required to develop and maintain a BJS-approved Data Management Plan (DMP) that describes how the data collected under BJS's authority for the program will be collected or acquired, received, handled, processed, stored, transferred, and disposed.

Applicants are advised that OJP may audit the information systems that are used by award recipients during the performance period, to assess compliance with federal laws and regulations related to data management and security.

BJS encourages prospective applicants to review the relevant security and privacy provisions of the BJS Data Protection Guidelines, which summarize the federal statutes, regulations, and other authorities that govern data collected and maintained under BJS's authority. The guidelines are available at: [https://bjs.ojp.gov/sites/g/files/xyckuh236/files/media/document/bjs\\_data\\_protection\\_guidelines.pdf](https://bjs.ojp.gov/sites/g/files/xyckuh236/files/media/document/bjs_data_protection_guidelines.pdf)

### Eligibility Information

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the "Federal Award Information" section.

### Application and Submission Information

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (Web-based Form) (The web-based form includes the budget details and the budget narrative.)

See the "Application Elements and Formatting Instructions" section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or is nonresponsive to the scope of the solicitation.

#### Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 must be submitted in Grants.gov. The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

**Intergovernmental Review:** This solicitation ("funding opportunity") **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the "Program is not covered by E.O. 12372.")

### **Standard Applicant Information (JustGrants 424 and General Agency Information)**

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to: add zip codes for areas affected by the project; confirm its 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 the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded.

### **Proposal Narrative**

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 25 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJS may consider such noncompliance in peer review and in final award decision.

The following sections must be included as part of the proposal narrative:

a. **Title Page** (not counted against the 25-page proposal narrative limit).

The title page should include the title of the project, submission date, funding opportunity number, and the name and complete contact information (that is, address, telephone number, and email address) for both the applicant organization and the principal investigator.

b. **Table of Contents and Figures** (not counted against the 25-page proposal narrative limit).

c. **Main Body**

The main body of the proposal narrative should describe the proposed project in depth. The following sections should be included as part of the main body of the proposal

1. **Description of the Issue OR Statement of the Problem if research is involved**, including—

- The purpose, goals, and objectives. Award recipients should address the value of constructing a complete frame of public defender offices, and collecting office-level data for policymakers and researchers. Applicants should also identify the critical data needs for the CPDO and future uses of the data.
- A review of relevant literature. This section does not need to include a history of the CPDO data collection, unless relevant to the overall literature review.

2. **Project Design and Implementation**, including a detailed description of the research design and methods, including innovative approaches to address all deliverables outlined in the statement of work. This should include a discussion of the—

- Approach to building out a comprehensive frame.
- Strategy for instrument development.
- Design of the data collection.
- Census administration protocols developed to implement the collection.
- Types of paradata needed to track the implementation of the collection to provide meaningful information to BJS about the fielding of the census.
- Administrative costs associated with the collection.

Applicants should discuss expected obstacles in building the frame and implementing the data collection and proposed strategies to overcome these challenges.

3. **Capabilities and Competencies**, including the management plan and organization. Applicants should describe the capabilities and competencies to accomplish the goals and objectives of the project. The CPDO requires a team of persons with knowledge of indigent defense systems, office structures, and advocacy organizations and the appropriate methods of data collection from diverse public defense configurations. Applicants should describe related skill sets and past experiences with public defense organizations, large-scale data collection efforts, conducting interviews, data management, and statistical analysis.

#### 4. **Plan for Collecting the Data Required for this Solicitation's Performance Measures**

The proposal narrative should describe the process for measuring project performance and how performance metrics will guide and redirect data collection strategies. Identify who will collect the data and who is responsible for performance measurements. The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measure information is included as an alert that successful applicants will be required to submit performance data as part of each award's reporting requirements.

OJP will require each successful applicant to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found under the performance measurement section of this solicitation.

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

#### **Note on Project Evaluations**

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

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

Applicants will submit the FY 2022 CPDO's goals, objectives, deliverables, and timelines in the JustGrants web-based form.

#### **Budget and Associated Documentation**

##### **Budget Worksheet and Budget Narrative (Web-based Form)**

The applicant will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

##### **Indirect Cost Rate Agreement (if applicable)**

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **Employee Compensation Waiver**

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

#### **Financial Management Questionnaire (including applicant disclosure of high-risk status)**

The applicant will download the questionnaire, complete it, and submit it by uploading it as an attachment in

JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

#### **Disclosure of Process Related to Executive Compensation**

If applicable, the applicant will submit a description of the process used to determine executive compensation by uploading the document as an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for information.

#### **Additional Application Components**

Applicants will attach the additional requested documentation in JustGrants.

**Appendices** (not counted against the 25-page proposal narrative limit), including—

- a. **Bibliography or references.**
- b. **Any tools, instruments, tables, charts, or graphs pertaining to the proposed project that are supplemental to such items included in the main body of the narrative.** Curriculum vitae or résumés of the principal investigator and any and all co-principal investigators. In addition, curriculum vitae, résumés, or biographical sketches of individuals (regardless of investigator status) who will be significantly involved in substantive aspects of the proposal (including individuals such as research methodologists serving as consultants and data experts familiar with data linkage). A detailed proposed project timeline with expected milestones and level of staff effort for each phase of work.
- c. **List of any previous and current BJS awards to the applicant organization and investigator(s),** including the BJS-assigned award numbers and a brief description of any scholarly products that resulted in whole or in part from work funded under the BJS award(s).
- d. **Letters of cooperation/support or administrative agreements from organizations collaborating in the project,** such as universities, lawyers, justice agency personnel, or other membership groups.
- e. **List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable).**

#### **Tribal Authorizing Resolution**

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will submit the tribal authorizing documentation by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

#### **Research and Evaluation Independence and Integrity Statement**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

#### **Human Subjects Protection**

BJS requires the funding recipient to submit proper documentation certifying that the research project meets the federal requirements for human subjects protections set forth in 28 CFR Part 46. Applicants should complete the Human Subjects Protection Certification of Compliance form, available at <https://bjs.ojp.gov/funding/human-subjects-and-confidentiality-requirements>. Applicants should attach the completed certification form in JustGrants.

#### **Privacy Certificate**

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

#### **Disclosures and Assurances**

The applicant will address the following disclosures and assurances.

#### **Disclosure of Lobbying Activities**

Complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **DOJ Certified Standard Assurances**

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

#### **Applicant Disclosure of Duplication in Cost Items**

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

#### **DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

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

#### **Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)**

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, or noncompliance with award terms and conditions on prior awards, or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **How to Apply**

Step 1: The applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

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

For additional information, see the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

#### **Submission Dates and Time**

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 8:59pm ET on July 6, 2022.

The **full application** must be submitted in JustGrants by 8:59pm ET on July 13, 2022.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

## Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline, must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

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

- Grants.gov - contact the [Grants.gov Customer Support Hotline](#)
- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#)
- JustGrants - contact the JustGrants Support Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit its application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced;
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond);
- Include an attachment(s) of the complete grant application and all required documentation and material; and
- Include the applicant's Unique Entity Identifier (UEI) and any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the [OJP Grant Application Resource Guide](#).

## Application Review Information

### Review Criteria

#### a. Merit Review Criteria

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

1. Statement of the Problem/Description of the Issue (10%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (35%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (40%) - evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.

Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the



required data.

5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

#### **b. Other Review Criteria/Factors**

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

#### **Review Process**

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

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

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

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

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

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

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

#### **Federal Award Administration Information**

##### **Federal Award Notices**

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

##### **Administrative, National Policy, and Other Legal Requirements**

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

**Information Technology (IT) Security Clauses**

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

**General Information about Post-Federal Award Reporting Requirements**

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

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

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

**Federal Awarding Agency Contact(s)**

For OJP contact(s), see the solicitation cover page.

For contact information for Grants.gov, see the solicitation cover page.

For contact information for JustGrants, see the solicitation cover page.

**Other Information**

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

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

**Provide Feedback to OJP**

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

**Performance Measures**

Objectives	Performance Measure (s)	Data Recipient Provides
Provide accurate and timely statistics on the administrative operations of public defender offices by administering the Census of Public Defender Offices (CPDO)	<p>Percentage of deliverables (including final reports and data files) that are completed on time</p> <p>Percentage of deliverables (including final reports and data files) that meet expectations</p> <p>Number and variety of subject matter experts consulted</p>	<p>As detailed in the solicitation deliverables section:</p> <p>Task 2: (1) Engage and incorporate stakeholders’ feedback providing a report summarizing the recommendations of the panel of subject matter experts to identify key variables of interest in the field and optimal outreach strategies for engaging respondents, (2) a draft instrument, (3) draft OMB generic clearance materials, (4) cognitive testing of the CPDO questionnaire, including a detailed report of the results and recommendations for modifications, and (5) a final questionnaire, including screenshots of web-based data collection instrument.</p> <p>Task 3: (1) Documentation on frame</p>

		<p>development, including data sources and office inclusion and exclusion, and (2) a final CPDO frame.</p> <p>Task 4: Draft materials for full Paperwork Reduction Act clearance from OMB for the information collection.</p>
	<p>Achieve a 95% survey response rate</p> <p>Develop and maintain a web-based reporting system that meets BJS's standards for effectiveness and efficiency</p>	<p>Conduct data collection and nonresponse follow-up as detailed in the solicitation deliverables section to include the following:</p> <p>Task 5: (1) An operational electronic data collection method, (i.e., Web-based version of survey instrument, complete with user testing documentation) (2) written documentation of data collection, processing, and cleaning procedures, (3) field progress reports of any problems with data collection activities and the corresponding remedial action, along with a written report of findings from the survey administration, including unweighted counts, based on the data, (4) weekly reports to assess response rates, data quality, and nonresponse bias, (5) a marketing plan and materials, (6) preliminary raw data in the format specified in the DMP when 50% and 75% response rates are reached, (7) detailed documentation of all modifications to the raw data file, and (8) a detailed final performance report.</p> <p>Provide response rate data to include:</p> <p>A. Number of agencies participating in the survey</p> <p>B. Number of agencies that responded to the survey</p> <p>C. Number of agencies submitting data in a timely fashion</p> <p>As detailed in Task 6 provide (1) Documentation of any data challenges, (2) a raw file and final cleaned dataset,</p>
<p>Provide statistical</p>		

<p>support to BJS to strengthen research and data collection activities</p>		<p>and (3) a final study report and codebook documentation.</p>
		<p>As defined under Task 1 to include but not limited to:</p>
	<p>Percentage of deliverables (including final reports and data files) that are completed on time</p>	<p>(1) A written timeline for the entire program (all tasks), with the design and program tasks more fully specified, (2) biweekly program meetings, (3) semi-annual reports as required by OJP, (4) quarterly financial reports as required by OJP, (5) progress reports due within 15 business days after the end of each month or at a time determined mutually between BJS and the successful applicant, and (6) a DMP due within 60 days of the award start date.</p>
	<p>Percentage of deliverables (including final reports and data files) that meet expectations</p>	
	<p>Quality of project management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs were maintained within approved funds.</p>	

## Application Checklist

### FY 2022 Census of Public Defender Offices

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

#### What an Applicant Must Do:

*Prior to registering in Grants.gov:*

- Confirm your Entity's [System Award Management \(SAM\)](#) Registration Information (see [OJP Grant Application Resource Guide](#))

*To register in Grants.gov:*

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

*To find the funding opportunity:*

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Select the correct Competition ID
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

#### Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)" in the [OJP Funding Resource Center](#).

#### Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$1,000,000

#### Review Eligibility Requirement:

- Public and State controlled institutions of higher education
- 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

#### Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Submit Intergovernmental Review
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the **SF-424** and **SF-LLL** in Grants.gov

*After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:*

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

*If no Grants.gov receipt and validation, or if error notifications are received:*

- Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

*Receive email notification to complete application in JustGrants:*

- Proceed to complete application in JustGrants

### **Content of Application Submission: Critical Application Elements**

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)

### **Budget and Associated Documentation:**

- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (see [OJP Grant Application Resource Guide](#))

### **Additional Application Components:**

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Certification of Human Subjects Protection (see <https://bjs.ojp.gov/funding/human-subjects-and-confidentiality-requirements>)
- Privacy Certification form (see <https://bjs.ojp.gov/sites/g/files/xyckuh236/files/media/document/bjsmpc.pdf>)
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

### **Disclosures and Assurances:**

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

*Submit application in JustGrants:*

- Application has been successfully submitted in JustGrants

*If no JustGrants application submission, validation, or if error notifications are received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties.