

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



FY2022 Census of Tribal Law Enforcement Agencies and Census of Tribal Court Systems

Assistance Listing Number #	16.734
Grants.gov Opportunity Number:	O-BJS-2022-171271
Solicitation Release Date:	April 15, 2022 7:45 PM
Grants.gov Deadline: Application	June 09, 2022 8:59 PM
JustGrants Deadline:	June 16, 2022 8:59 PM

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) seeks applications for funding to administer the Census of Tribal Law Enforcement Agencies and Census of Tribal Court Systems. This program furthers the DOJ's mission by protecting civil rights, addressing inequities, and advancing criminal justice reform; keeping the country safe; advancing juvenile justice reforms and investing in youth; advancing science and innovation; and serving victims of crime.

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, Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, Small businesses

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

BJS may elect to fund applications submitted under this FY 2021 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. 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. 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 Steven W. Perry, Statistician, by telephone at 202-307-0765, or by email at Askbjs@usdoj.gov and include "CTLEATCS" in the subject.

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://www.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.

Eligibility

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.

Contents

Contact Information	1
Program Description	5
Overview	5
Statutory Authority	5
Specific Information	5
Goals, Objectives, Deliverables, and Timeline	5
Evidence-Based Programs or Practices	9
Information Regarding Potential Evaluation of Programs and Activities	9
Federal Award Information	9
Awards, Amounts and Durations	9
Continuation Funding Intent	10
Availability of Funds	10
Types of Awards	10
Financial Management and System of Internal Controls	10
Cost Sharing or Matching Requirement	10
Pre-agreement Costs (also known as Pre-award Costs)	10
Limitation on Use of Award Funds for Employee Compensation: Waiver	10
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	10
Costs Associated with Language Assistance (if applicable)	10
Information System Security and Privacy Requirements	11
Eligibility Information	11
Application and Submission Information	12
Information to Complete the Application for Federal Assistance (SF-424)	12
Standard Applicant Information (JustGrants 424 and General Agency Information)	12
Proposal Abstract	12
Proposal Narrative	12
Goals, Objectives, Deliverables, and Timeline	13
Budget and Associated Documentation	14
Budget Worksheet and Budget Narrative (Web-based Form)	14
Indirect Cost Rate Agreement (if applicable)	14
Employee Compensation Waiver	14
Financial Management Questionnaire (including applicant disclosure of high-risk status)	14
Disclosure of Process Related to Executive Compensation	14
Additional Application Components	14
Tribal Authorizing Resolution	14
Research and Evaluation Independence and Integrity Statement	14
Human Subjects Protection	14
Privacy Certificate	14
Disclosures and Assurances	15
Disclosure of Lobbying Activities	15
DOJ Certified Standard Assurances	15
Applicant Disclosure of Duplication in Cost Items	15
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	15
Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)	15
How to Apply	15
Submission Dates and Time	15

Application Review Information	16
Review Criteria	16
Review Process	17
Federal Award Administration Information	17
Federal Award Notices	17
Administrative, National Policy, and Other Legal Requirements	17
Information Technology (IT) Security Clauses	17
General Information about Post-Federal Award Reporting Requirements	17
Federal Awarding Agency Contact(s)	18
Other Information	18
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	18
Provide Feedback to OJP	18
Performance Measures	19
Application Checklist	21

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 Tribal Law and Order Act, enacted on July 29, 2010, requires the Bureau of Justice Statistics (BJS) to establish and implement a tribal data collection system (P.L. 111–211, 124 Stat. 2258 § 251(b)). The Census of Tribal Law Enforcement Agencies (CTLEA) and the Census of Tribal Court Systems (CTCS) help fulfill BJS's legislative mandate. This program includes (1) convening an expert panel and conducting stakeholder engagement, (2) developing the questionnaires for the CTLEA and CTCS, (3) updating the universe frames, (4) fielding the CTLEA and CTCS, (5) cleaning and validating data, and (6) delivering raw data files, final datasets, and documentation.

Statutory Authority

34 U.S.C. §10132

Specific Information

Tribal justice agencies serve a vital role in our nation's criminal justice system and Indian country, protecting tribal sovereignty and ensuring the safety of tribal members and communities. BJS conducted the first National Survey of Tribal Court Systems (NSTCS) in 2014 and the first Census of Tribal Law Enforcement Agencies (CTLEA) in 2019.

The 2014 NSTCS captured data from the tribal courts and Bureau of Indian Affairs (BIA) Code of Federal Regulation (CFR) courts on their administration and operational characteristics, including the number and types of courts, subject- and person-level jurisdiction exercised, sources of operational funding, handling of juvenile or Indian Child Welfare Act matters, and various aspects of courthouse workgroups—prosecutors, public defense and victim service programs. The information was published in Tribal Courts in the United States, 2014 (NCJ 301214, BJS web, July 2021).

The 2019 CTLEA collected data from tribal law enforcement agencies, including tribally operated agencies, BIA police agencies, and the Alaska State Police operating the Alaska Village Public Safety Officers program. The 2019 CTLEA provided a profile of tribal law enforcement by type of agency, the number of agencies and full-time sworn employees, jurisdictional authority, officer equipment and training, the number of calls for service and arrests, and functions performed on a regular basis.

Goals, Objectives, Deliverables, and Timeline

Goals

This solicitation seeks a team to design and field the Census of Tribal Law Enforcement Agencies (CTLEA) and Census of Tribal Courts Systems (CTCS).

Objectives

The CTLEA and CTCS are a 48-month program with the goal of providing accurate and timely statistics on tribal law enforcement agencies and tribal court systems. This 48-month program includes the following tasks: (1) convening an expert panel and conducting stakeholder engagement (2) developing the questionnaires for the CTLEA and CTCS, (3) updating the universe frames, (4) fielding the CTLEA and CTCS, (5) cleaning and validating data, and (6) delivering raw data files, final datasets, and documentation.

The CTLEA will collect data from tribally operated law enforcement agencies in the lower 48 states, BIA police agencies, and the Alaska State Police operating the Village Public Safety Officer's program in Alaska Native Villages. The CTLEA will capture information on tribal law enforcement jurisdiction; staffing characteristics; budgets and funding; equipment; administrative and management information systems; agency functions and office duties; cooperation agreements with other criminal justice entities; access to and participation in local, regional, state, and federal data systems; and work activity, including calls for service and arrests.

The CTCS will collect data from tribal court systems in the lower 48 states, judicial forums in Alaska Native

Villages, and CFR Courts operated by the BIA. The CTCS will collect data on civil and criminal jurisdiction; the number and types of courts; staffing characteristics; budgets and sources of operational funding; case management systems; services and support provided; agreements with other criminal justice entities; work activity, including the number and types of cases filed and closed; and victim, probation, and reentry services.

In addition to core items replicated from the 2019 CTLEA and 2014 NSTCS, the censuses will measure emerging criminal justice issues affecting Indian country, including, but not limited to, opioid and substance abuse, human trafficking, elder abuse, violence against women, and missing and murdered indigenous persons. Customized survey instruments will be used for the various operators of courts and law enforcement agencies (i.e. tribes, BIA, and others as identified.).

Deliverables

Consistent with the use of a cooperative agreement, BJS will be substantially involved in the program. This includes direct oversight and involvement in implementing the program but does not involve day-to-day program management. The following statement of work describes the scope of work necessary for the successful applicant to prepare, design, and carry out the CTLEA and CTCS and includes the main program deliverables with target dates.

The recipient should briefly describe how they would accomplish each task in the time frame specified and estimate the costs associated with each associated deliverable. This should include (1) a description of the specific strategies and/or approaches the applicant would employ to complete each task, (2) a description of the capabilities and demonstration of the expertise that will enable the applicant to complete each task, and (3) cost estimates for performing the work. The application must describe the applicant's knowledge and experience working with tribes and tribal justice agencies, describe their knowledge of the challenges and complexities associated with developing the survey instruments, propose strategies for achieving adequate response rates to minimize bias, and propose approaches to collecting data, developing and testing the survey instrument, administering the surveys, 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. The specific tasks for this collection are described below. The overall project period is January 1, 2023 through December 31, 2026. The main components and their target dates are—

- expert panel and stakeholder engagement, instrument development, universe frame updates, and clearance process: January 2023–February 2024
- data collection: July 2024–December 2025
- final data delivered to BJS: September 2026
- final technical report delivered to BJS: December 2026

The date ranges for the planning and data collection stages are purposely flexible to allow for the consideration of different approaches regarding concurrent or consecutive collection for the two censuses.

Task 1: Conduct project management activities (all years)

A. Program timeline: Within the first month of the project, the recipient of funds will attend an in-person kickoff meeting with BJS to discuss proposed tasks, deliverables, and timelines. (BJS may approve a virtual meeting depending on current travel restrictions and other considerations.) The recipient of funds will then develop a proposed schedule, which will include dates for meetings, status reports, and task completions. The schedule should be designed to complete the data collection and associated tasks within the 48-month project period.

B. Communications strategy: The recipient of funds will maintain communication with BJS through regular meetings and status reports. Applications should include a communications strategy that addresses how the recipient of funds will keep BJS informed about program planning, development, and management.

C. Performance reports: The recipient of funds will—

- 1) provide semiannual reports on the status of the award, deliverables, and expenditures uploaded into the Department of Justice (DOJ) JustGrants system.
- 2) provide quarterly financial reports uploaded into JustGrants.
- 3) provide monthly written reports that update the status on areas such as tasks, timeline, and expenditures.

4) during data collection, provide reports on the status of the number of interviews completed per reporting period, response rates, field costs or expenditures, and other metrics, as requested.

D. Meetings: The recipients of funds will attend the following meetings in person, unless BJS approves virtual attendance, including—

- 1) a kickoff meeting to discuss plans and schedule activities for the project period.
- 2) tribal justice expert panel and stakeholder engagement to review project goals and objectives, review the existing questionnaire, and to make recommendations on data collection methodology, questionnaire content, and respondent outreach.
- 3) a wrap-up meeting at the end of the project period to summarize project outcomes, to discuss lessons learned, and to make recommendations to BJS regarding future collections.

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

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) semiannual reports as required by OJP, (4) quarterly financial reports as required by OJP, (5) performance 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: Convene a tribal justice expert panel and conduct stakeholder engagement

The recipient of funds will convene an expert panel to include tribal leadership, representatives of tribal associations and groups, and other experts in tribal justice administration, including law enforcement and courts, to solicit feedback concerning these statistical collections. The expert panel will meet in-person at least once, unless BJS approves a virtual conference instead. The panel will address both censuses, with the possibility of some breakout sessions for court-specific and law enforcement-specific topics. Additionally, the recipient will identify and attend appropriate tribal-related meetings in person (or virtually, if BJS approves) to solicit further input.

Upon gathering feedback from the expert panel and other stakeholders, the recipient of funds will provide BJS a written report of recommendations regarding data collection methodology, questionnaire content, and respondent outreach.

Required deliverables: (1) tribal justice expert panel, (2) panel participant list, (3) panel meeting schedule, and (4) panel and stakeholder recommendation report.

Task 3: Update universe list of all tribal law enforcement agencies and courts systems in the U.S.

As this project involves censuses of tribal law enforcement agencies and court systems in the United States, an accurate and complete frame is critical for meeting the goals of the project. The CTLEA will include all tribally operated law enforcement agencies, BIA police agencies, and the Alaska State Police reporting on behalf of Village Public Safety Officer's program. BJS will provide the list of tribal law enforcement agencies in the 2019 CTLEA universe. The recipient will validate this list and develop an updated contact list for all tribally operated law enforcement agencies and BIA police agencies.

The CTCS will include all tribally operated court systems, Alaskan Village Courts or judicial forums, and BIA CFR Courts. BJS will provide the list of tribal court systems used in the 2014 NSTCS. The recipient will validate this list and develop an updated contact list for all tribally operated court systems, Alaskan Village courts or judicial forums, and BIA CFR Courts.

Required deliverables: (1) CTLEA universe frame, and (2) CTCS universe frame.

Task 4: Create a directory of tribes and reservations

The recipient of funds will develop a directory of all federally recognized tribes (currently 574) and their associated reservations or lands. The directory will include federally recognized tribe names, population characteristics, geographic information, and jurisdictional information. This directory will facilitate linking various tribal data across topics and years. The recipient of funds will conduct an initial feasibility assessment and will report to BJS 1) whether the scope should be limited to the approximately 250 tribes with justice agencies, and 2) which information should be collected via the censuses themselves and which requires auxiliary research or data sources. BJS may reduce the scope of this task based on the recommendations.

Required deliverables: Directory of Tribes and Reservations.

Task 5: Design census questionnaires

The recipient of funds will work with BJS, the tribal justice expert panel, and tribal justice professionals to update and prepare the CTLEA and CTCS instruments. The recipient of funds will prepare draft versions of the CTLEA and CTCS questionnaires to be cognitively tested.

The recipient of funds will prepare one or more OMB generic clearance for the cognitive testing of the CTLEA and CTCS surveys. Once draft instruments are developed, the recipient will cognitively test the surveys to assess the feasibility and wording of the questions. The recipient will work with BJS to evaluate the results of the cognitive testing and adjust the instrument as necessary. The final questionnaires will be approved by BJS prior to administration.

For CTLEA, the recipient of funds will create three versions of the questionnaire, to account for different collection needs for tribally operated law enforcement agencies, BIA police agencies, and the Alaska State Police reporting on behalf of the Village Public Safety Officer's program. For CTSC, the recipient of funds will create three questionnaires, to account for different collection needs for the tribal courts within the lower 48 states, judicial forums in Alaska Native Villages, and CFR Courts operated by the BIA.

For each census, the recipient of funds will develop an online survey instrument, which respondents will complete through a secure web portal. The recipient of funds will also create paper surveys to use when necessary. The recipient of funds will provide BJS with program specifications, including data checks, for the web instruments, in time for BJS to also conduct testing and provide feedback prior to administration. Working with BJS, the recipient will draft all the survey administration communication materials, including notification and invitation emails and letters, reminder communications, and thank-you emails.

Required deliverables: (1) CTLEA OMB generic clearance package, (2) CTLEA cognitive test, (3) CTLEA cognitive test report, (4) CTLEA web instruments and related specifications, (5) CTLEA paper questionnaires, (6) CTCS OMB generic clearance package, (7) CTCS cognitive test, (8) CTCS cognitive test report, (9) CTCS web instruments and related specifications, and (10) CTCS paper questionnaires.

Task 6: Prepare OMB clearance package

The recipient of funds will provide BJS draft materials for OMB clearance for the CTLEA and CTCS. Materials for the full data collection include the 60-day and 30-day notices, Form 83-1, the supporting statements, 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.

Required deliverables: 1) CTLEA OMB clearance materials, 2) CTCS OMB clearance materials.

Task 7: Conduct data collection and nonresponse follow-up

Routine contact with the tribes and knowledge about tribal relations among various levels of government will be important, and the ability to coordinate and facilitate trust and cooperation among tribal members participating in the survey will be essential. Special attention will be needed to obtain participation from respondents in remote areas with limited phone and/or postal access, such as judicial forums in Alaska Native Villages for the CTCS.

For each census, the recipient of funds will provide a detailed plan on the survey protocols, including quality control procedures and administration techniques to ensure at least an 85% survey response rate and item response rate within the collection period. The recipient's data collection system will prioritize web-based survey completion, but will accommodate survey responses submitted through the mail, fax, or other means in hard-to-reach areas.

According to the 2014 National Survey of Tribal Court Systems and the 2019 CTLEA, approximately 250 tribal

law enforcement agencies and court systems operate in the lower 48 states, either operated by a tribe or by BIA. In addition, about 229 federally recognized Alaska Native Villages are located across the state. For each responding tribe/entity, the two censuses will in almost all cases be directed to different contacts.

The recipient of funds will develop proposed data edits, nonresponse follow-up and adjustment procedures, and data documentation for BJS review. BJS may request a nonresponse bias analysis and/or item imputation.

Required deliverables: (1) CTLEA data collection plan; (2) CTLEA marketing plan and materials; (3) CTLEA nonresponse follow-up strategy; (4) CTLEA data collection performance reports; (5) CTLEA nonresponse bias analysis and/or item imputation procedures, if requested; (6) CTLEA preliminary raw data at 50%, 75%, and 85% response rate in SPSS and Excel; (7) CTLEA: documentation of modifications to the raw data file; (8) CTCS data collection plan; (9) CTCS marketing plan and materials; (10) CTCS nonresponse follow-up strategy; (11) CTCS data collection performance reports; (12) CTCS nonresponse bias analysis and/or item imputation procedures, if requested; (13) CTCS preliminary raw data at 50%, 75%, and 85% response rate in SPSS and Excel; and (14) CTCS: documentation of modifications to the raw data file.

Task 8: Conduct and document data processing

The recipient of funds will deliver the final CTLEA and CTCS data files and associated documentation to BJS. The data files should be delivered to BJS in SPSS and MS Excel formats. Supporting documentation should include, but is not limited to, a comprehensive codebook with data coding; variable and value labels; any recoding implemented during the data cleaning process; methods used for dealing with missing data; any data allocations, imputations, or nonresponse adjustments; and all program code used to generate data. Data and documentation will be posted on the BJS website, and the data will be archived at the Inter-University Consortium for Political and Social Research at the University of Michigan.

Required deliverables: (1) CTLEA datasets, in SPSS and MS Excel formats; (2) CTLEA codebook; (3) CTLEA documentation; (4) CTCS datasets, in SPSS and MS Excel formats; (5) CTCS codebook; and (6) CTCS documentation.

Task 9: Prepare technical report

The recipient will deliver an overall summary of the work and results of the project funded by BJS under this solicitation. Among other things, the project report will address the purpose of the project; project design and methods; data cleaning, editing and weighting procedures; implications for criminal justice policy and practice in the United States and Indian country; and recommendations for future work in this area. The project report will be a minimum of 20 double-spaced pages with separate chapters for the CTLEA and CTCS and is to be submitted 90 days prior to the end of the project period for BJS review and comment.

Required deliverables: Technical report

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

\$1,500,000.00

Period of Performance Start Date

1/1/23 12:00 AM

Period of Performance Duration (Months)

48

Anticipated Total Amount to be Awarded Under Solicitation

\$1,500,000.00

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 PII (e.g., names; Social Security numbers; last-known addresses; or FBI, state, or Department of Correction 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 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.

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 program 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 program narrative limit).

C. Statement of the Problem

Describe why these proposed activities are necessary. Include—

- 1) purpose, goals, and objectives
- 2) a review of relevant literature (It is not necessary to include a history of the CTLEA and CTCS data collection, unless relevant to the overall literature review.)”

D. Project Design and Implementation

Describe the strategy to address the needs identified in the Statement of the Problem. List the activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the program objectives and reach the program goal(s). Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when the activities or program milestones are to be accomplished.

Include a detailed description of research design and methods, including innovative approaches to address all deliverables outlined in the statement of work. This will include a discussion of (1) the design of the CTLEA and CTCS data collection, (2) considerations regarding concurrent or consecutive collection of the two censuses (2) the survey administration protocols developed to implement the collections, (3) the types of paradata needed to track the implementation of the collection and provide meaningful information to BJS about the fielding of the survey, and (4) the administrative costs associated with the collection.

E. Capabilities and Competencies

Describe the capabilities and competencies to accomplish the goals and objectives of the project. Describe a proposed staffing plan and demonstrate that the project team has relevant qualifications, including subject expertise, experience working with tribes or tribal justice agencies, strong project management skills, experience with development and implementation of web surveys, and methodological and statistical expertise to carry out the CTLEA and CTCS. Clearly specify the role and responsibilities of each proposed staff member. Demonstrate the capability to successfully develop and administer web surveys of this scope, ultimately securing a high response rate, and producing a final data file and summary report that meets the project goals.

F. 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: 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 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 reports 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

The applicant will submit the CTLEA and CTCS’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.

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://www.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 8:59 pm ET June 9, 2022.

The **full application** must be submitted in JustGrants by 8:59 pm ET June 16, 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 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 **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 within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. 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

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 (40%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (30%) - evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (15%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

Other important considerations for BJS include geographic diversity, strategic priorities 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 stated 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 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

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 semiannual 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

Objective	Performance Measure(s)	Data Recipient Provides
<p>Provide accurate and timely statistics on tribal law enforcement agencies and tribal court systems by conducting the Census of Tribal Law Enforcement Agencies (CTLEA) and Census of Tribal Courts Systems (CTCS)</p>	<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>Achieve an 85% survey response rate</p> <p>Number of agencies that complete surveys on time and adhere to data quality standards</p> <p>Percent of records in the database that are complete and accurate</p>	<p>As detailed in the solicitation deliverables section:</p> <p>Task 2: Convene a tribal justice expert panel and conduct stakeholder engagement</p> <p>Task 3: Develop an updated list capturing the universe of tribal law enforcement agencies and courts systems in the U.S.</p> <p>Task 4: Create a directory of tribes and reservations</p> <p>Task 5; Design census questionnaires</p> <p>Task 6: Prepare OMB clearance package</p> <p>Task 7: Conduct data collection and nonresponse follow-up as detailed in the solicitation deliverables section to include the following data:</p> <p>Number of agencies participating in the survey</p> <p>Number of agencies that responded to the surveys</p> <p>Number of agencies submitting data in a timely fashion</p> <p>Complete and accurate data based on criteria outlined in Task 7</p>

Objective	Performance Measure(s)	Data Recipient Provides
<p>Provide statistical support to BJS to strengthen research and data collection activities</p>	<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>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>	<p>As detailed in Task 8 provide the final CTLEA and CTCS data files and associated documentation to BJS including:</p> <p>(1) CTLEA datasets, in SPSS and MS Excel formats; (2) CTLEA codebook; (3) CTLEA documentation; (4) CTCS datasets, in SPSS and MS Excel formats; (5) CTCS codebook; and (3) CTCS documentation</p> <p>Provide a technical report as detailed in Task 9 of the solicitation deliverables:</p> <p>As defined under Task 1 to include but not limited to: 1) A written timeline for the entire program (all tasks) with the design and program tasks more fully specified, (2) biweekly program meetings, (3) semiannual reports as required by OJP, (4) quarterly financial reports as required by OJP, (5) performance 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</p>

Application Checklist

FY2022 Census of Tribal Law Enforcement Agencies and Census of Tribal Court Systems

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 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 [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (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 \$1,500,000

Review Eligibility Requirement:

- Public and State controlled institutions of higher education
- 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

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
- 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 error notifications are received:

- Contact BJS or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](https://www.grants.gov/customer-support), or 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 error notifications are received:

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties.