

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



FY2022 Methodological Research on Measuring Community- and Officer-Initiated Law Enforcement Activity

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Grants.gov Deadline: Application	July 18, 2022 8:59 PM
JustGrants Deadline:	July 25, 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 of the fiscal year (FY) 2022 Methodological Research on Measuring Community- and Officer-Initiated Law Enforcement Activity. This program will assess the feasibility of aggregating information on such law enforcement (LE) activity, as captured in disparate computer-aided dispatch systems. Work funded under this cooperative agreement is expected to take 18 months, with the objectives of (1) defining a methodology for capturing analyzable data on community- and officer-initiated LE activity from nonstandard information in locally administered records systems, (2) developing a normalized, analytic database of records on such LE activity from 15 to 25 agencies as a "proof of concept," and (3) reporting on the feasibility of and methodology required to scale up the proof-of-concept database to a nationally representative collection. This program furthers the DOJ's mission by creating a data system capable of evaluating, informing, and improving LE policy and practice.

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 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. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at grants@ncjrs.gov. The OJP Response Center hours of operation are 10:00 a.m. to 6:00 p.m., eastern time Monday–Friday, and 10:00 a.m. to 8:00 p.m. on the solicitation closing date.

For assistance with any other requirements of this solicitation, contact Andrea Gardner, Program Manager, by telephone at 202-307-0765, or by email at Askbjs@usdoj.gov. Include “22MRMCOILEA” 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. 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. Data on community- and officer-initiated law enforcement (LE) activity provides a wealth of largely untapped opportunities for researchers and practitioners to evaluate and develop policies and practices. Systematic data collection about police activity would—

- **facilitate better understanding of LE workload**, to determine the nature and circumstances of LE assistance or intervention and what happens as a result of the LE activity.
- **enable LE agencies and policymakers to make evidence-informed decisions** about how to use LE resources, evaluate police responses, improve officer safety, improve stakeholder service, and address other community issues, such as drug abuse and mental illness.
- **support development of national best practices for how computer-aided dispatch (CAD) data are collected and stored**, to facilitate a long-term, sustainable measure of police-public events.

Statutory Authority

Under section 302 of the Omnibus Crime Control and Safe Streets Act, BJS is authorized to “collect and analyze statistical information, concerning the operations of the criminal justice system at the Federal, State, tribal, and local levels.” (34 U.S.C. § 10132(c)(4)).

Specific Information

The DOJ collects annual data on crime in the United States through two long-standing data collections: (1) the FBI's [Uniform Crime Reporting program](#), which collects crime data from law enforcement, and (2) the Bureau of Justice Statistics' (BJS) [National Crime Victimization Survey](#), which collects data on criminal victimization (both reported and not reported to police) from persons living in U.S. households. While much is known about the volume and rate of criminal incidents, very little is known about the number and nature of noncriminal police-public events. Policing encompasses a broader set of activities than just responding to crime; research indicates most police-public contacts are related to nonviolent and largely noncriminal events (e.g., see Horwitz, B. & Asher, J. (2020). *Assessment of Austin Police Department calls for service*. <https://austinjustice.org/wp-content/uploads/2020/07/Analysis-of-Austin-Police-Department-Calls-for-Service-3.pdf>). As such, neither of the nation's measures of crime capture data on LE workloads or the nuances of police work.

While the types of crime incidents that a law enforcement agency (LEA) responds to and investigates have long been the most reliable and public measures of a jurisdiction's workload, a LEA's calls for service (CFS) information provides a fuller account of police activity. Generally initiated through emergency telephone service, such as 9-1-1, CFS are requests to law enforcement, fire departments, or emergency medical services (EMS) to assist in resolving or correcting a particular situation. While fire and EMS services are critical to public safety across the United States, the current work of this solicitation is limited to CFS that involve LE services.

Law enforcement CFS can be received through citizen-initiated contacts (e.g., 9-1-1 calls or flagging down an officer) or police-initiated events. CFS data are typically captured in the CAD system used by a LEA. CAD is a specialized application that allows LEAs to coordinate communication, assign personnel to incidents, and track agency resources in response to CFS. CAD systems contain information about every incident for which a LEA responds and includes the type of incident, priority, time and date of call, time and date of law enforcement response, location of the incident, disposition of the incident (e.g., report taken, incident unfounded, or duplicate call), and other details. As such, CAD data provide insight into a broad range of police activity, community needs, and police-public events.

Overall, public data on the types of calls that LEAs receive or the proportion of calls that result in criminal incidents is limited. Research indicates 20% to 40% of events captured in CAD systems become further documented as crime incidents in a department's record management system (RMS), meaning up to 80% of police-public events

are not documented as crime incidents (e.g., see Lum, C., Koper, C. S., & Wu, X. (2021). Can we really defund the police? A nine-agency study of police response to calls for service. *Police Quarterly*. Advance online publication. <https://doi.org/10.1177%2F10986111211035002>). The remaining CFS records are typically not subject to statistical analysis, and little is known about a significant number of contacts between police and the public.

Without national data on the reasons for which police assistance is provided, the proportion of CFS that may be better routed through nonemergency mechanisms (e.g., 3-1-1 or agency websites) is unknown. Likewise, it is unknown what CFS related to quality-of-life issues would be better addressed by community-based treatment or other resources than a criminal justice agency. A national-level, analytical CFS database could be used to better understand CFS unrelated to crimes in progress and other public health concerns, such as drug abuse, mental illness, and homelessness.

While CAD systems generate and store information about police-public events, the data can be raw and unstructured. CAD systems do not collect and archive data in a standard format, making it difficult to analyze, compare jurisdictions, or aggregate information nationally. Analyzable data on police-public events—whether public-initiated CFS or discretionary, officer-initiated events—are needed to improve understanding of the demand on LEAs and how officers spend their work hours. Information collected in CAD systems can be harnessed to better understand how many police-public events result from public requests for service versus officer-initiated events. In addition, CFS information would shed light on the proportion of police-public events that are noncriminal in nature.

Data on police-public events can benefit the nation by providing insight into operational issues faced by LEAs. By making CFS data public, LEAs can increase transparency and build trust within their communities. In addition, LEAs can use police-public event data to improve decisions about how to use resources, evaluate response times, enhance officer safety, improve resident service, and develop strategies for addressing other community issues, such as drug abuse and mental illness. Police-public event data captured in CAD systems are uniquely capable of providing a research platform that links police actions to community outcomes. The public can use these data when evaluating LE responses and holding police accountable.

Goals, Objectives, Deliverables, and Timeline

As of January 2021, the national standard for LEA crime reporting transitioned to the FBI's [National Incident-Based Reporting System](#) (NIBRS). NIBRS collects more detailed information on crime incidents and their context. However, the United States lacks a representative accounting of noncriminal police-public contacts. National-level insight on the totality of police activity is crucial to the collective knowledge about the demands placed by communities on their law enforcement agencies and how agencies respond to those demands. Through this increased knowledge base, agencies can be more transparent in their operations and be accountable to the constituents they serve.

BJS seeks to obtain data on community- and officer-initiated LE activity collected through CAD systems, to standardize these data for analysis, and to examine patterns in LE activity based on the standardized information. From a national perspective, analyzing information collected through CAD systems will provide a more complete picture of overall police activity.

Goals

The goal of this project is to complete research and development (R&D) required to construct a nationally representative, analyzable set of elements captured in CAD systems, for the purpose of better understanding police-public events. Ultimately, BJS seeks to obtain data necessary to evaluate the following:

1. Number of police-public events occurring nationally.
2. Number, frequency, proportion, nature, and context of—
 - a. resident-initiated CFS for criminal and noncriminal incidents
 - b. officer-initiated responses to criminal and noncriminal incidents.
3. Jurisdictional variation in the type and nature of—
 - a. resident-initiated criminal and noncriminal CFS
 - b. officer-initiated responses to criminal and noncriminal events.
4. Number, frequency, proportion, and disposition of—
 - a. resident-initiated CFS that become criminal events
 - b. officer-initiated contacts that become criminal events.

Objectives

Work funded under this solicitation will consist of three main objectives: (1) developing a methodology to standardize information on police-public events, captured in disparate, locally administered CAD systems, to create an analyzable data collection, (2) demonstrating the functionality of the proposed methodology by creating a normalized “proof of concept” database comprising police-public event records from 15 to 25 LEAs, and (3) describing how the police events proof of concept database can be scaled up to a nationally representative collection and the resources needed to support an ongoing program.

Objective 1: Develop a Methodology for Standardizing Data Captured by a Variety of CAD Systems

The goal of this work is to develop a mechanism for aggregating and normalizing data on police-public events that were collected for administrative and operational purposes in disparate CAD systems. Specifically, data captured in locally administered CAD systems should be organized to include standard elements and attributes, to produce a cohesive set of structured data. Given the police-public event data are captured in operational CAD systems, the recipient of funds is expected to work within the confines of data as collected by the LE agency. Meaning it's not possible for the recipient of funds to request LE agencies make changes to their CAD software or business processes.

Specific tasks include but are not limited to the following:

1. Assessing critical issues related to understanding the demand on LEAs, agency priorities, how officers spend their work hours, and the nuances of police work across agencies; and identifying the indicators needed to examine critical questions.
2. Evaluating police event data to determine which indicators (e.g., type of call, time of call, or disposition) are consistently found across CAD systems and can be included in a standardized database.
3. Evaluating critical indicators to assess consistency in response categories and developing standard response categories when appropriate (e.g., a response category for “type of call” may include “home invasion,” “breaking and entering,” and “B&E”). Since the goal of this work is to create a standardized collection, the recipient of funds should create specified categories that are most appropriate for all data contributors.
4. Evaluating whether publication of indicators compromises privacy or poses risks to parties involved in the incidents and proposing strategies for anonymizing data where appropriate.
5. Specifying how data from disparate CAD systems will be normalized and aggregated to create a database that includes standardized elements and canonicalized attributes from a minimum of 15 LEAs.
6. Developing a technical specification to construct a proof of concept (POC) database to serve as a repository for CAD data obtained from open sources, such as the Police Data Initiative and Data.gov.
7. Identifying available CAD data that can be downloaded and transformed to meet the specification developed for the POC database.
8. Developing a plan to update and maintain a police events database, based on the experience of establishing the POC database. The recipient of funds should determine the quantity of stored data, per contributor, and the periodicity in which data are updated or replaced.

Objective 2: Construct the POC Database

The goal of this work is to develop a software system that is capable of ingesting and transforming raw information on police-public contacts collected in several CAD systems to create a database that supports law enforcement research. The POC database will serve as a prototype to (1) demonstrate how information from CAD systems can be aggregated and (2) test whether a normalized database can be produced from aggregated information, standardized in meaningful ways.

Specific tasks include but are not limited to the following:

1. Building a POC database capable of ingesting, retaining, and analyzing information collected through various CAD systems.
2. Obtaining information on police-public events (i.e., CFS data) through the Police Data Initiative, Data.gov, and other publicly available sources.
3. Transforming raw CFS information into standardized data elements that are compatible with the POC database.

4. Building analytic features within the POC database script to enable data analysis in common statistical software packages, such as SPSS, R, and SAS.

Objective 3: Design a Nationally Representative System of Standardized Police-Public Events Data

The goal of this work is to determine whether the POC database can and must be scaled up to produce nationally generalizable data on police-public events collected in CAD systems. The POC database will demonstrate that information collected in various CAD systems can be aggregated in meaningful ways, but it will not necessarily provide representational data that can be used to evaluate LE workload and police activity nationally. If needed, the nationally representative data collection will include a sampling design that selects LEAs whose data are representative of the United States, whereas the POC database will rely on publicly available or CFS data from a convenience sample of LEAs. The nationally representative system would expand on work developed during construction of the POC database. As such, design work of the database must account for the volume of data it will aggregate, the frequency that data will be refreshed, and the way data will be updated. As a final deliverable, the recipient of funds will produce a report on the feasibility of scaling up the POC data to a nationally representative collection.

Specific tasks include but are not limited to the following:

1. Assessing whether data included in the POC database can be expanded to represent the nation and determining if data can be used to develop national estimates of the frequency and nature of police-public events.
2. Designing a nationally representative collection of police-public event data. This task will involve determining the number and type of LEAs (e.g., police department, county sheriff's office, and special-purpose jurisdiction, stratified by agency size) needed to produce national estimates. This work will also require the recipient of funds to determine the periodicity of data needed from each sampled LEA (e.g., whether weekly, monthly, or annual data are needed to evaluate research questions related to law enforcement workload and activity).
3. Determining if data can be used to produce a national estimate of how many CFS are subsequently recorded as crime.
4. Evaluating methods for making a CFS database analyzable by people with diverse skill sets and data experience and developing a system that can be utilized by people with different backgrounds.
5. Developing recommendations for publicly releasing a CFS database and estimating the resources required to maintain the database after development and initial launch.

Deliverables

1. Program management

- a. 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, the delivery date for each deliverable and status report, and the dates for scheduled meetings.
- b. 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.
- c. Meetings: Applicants should plan for travel to a kickoff meeting at BJS to discuss plans and schedule activities for the upcoming program year. Regular bi-weekly project meetings will be held virtually through WebEx.
- d. Progress reports:
 - i. Provide semi-annual reports on the status of the award, deliverables, and expenditures, uploaded into JustGrants.
 - ii. Provide quarterly financial reports, uploaded into JustGrants.
 - iii. Provide monthly written reports on the status of tasks, the timeline, expenditures, and other matters.
- 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 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 semi-annual 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) bi-weekly 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 award start date.

2. Within 6 months of the project kickoff, a report including the following:
 - a. Description of project goals and methodology for implementing goals.
 - b. Review of the CAD industry landscape, based on research on CAD vendors and LEAs. The review should estimate the number of disparate CAD systems operating in 2022. The goal of this work is to better understand the quantity of CAD vendors, how many versions of products they support, and whether product versions are relatively similar or significantly different. The results of this research will inform the feasibility of and methodology for creating an aggregated datafile from elements captured across locally administered CADs.
 - c. Review of data elements currently captured in CAD systems and a list of indicators that can likely be standardized across systems, for the purpose of creating a normalized prototype database.
 - d. Review of the values associated with the proposed list of elements selected for inclusion in the prototype database. The review will discuss whether values can be standardized in meaningful ways (e.g., if values must be overly collapsed to fit into standard categories, then the end product may not justify the data manipulation).
 - e. A list of variables and standardized attributes proposed for the POC database.
 - f. A discussion of any limitations of publicly available or agency-produced CAD data or cautions about using the data.
 - g. Summary of the quantity and quality of open-source CAD data.
 - h. Recommendations for constructing a POC database on police-public events recorded in CAD systems, including (1) details on operationalizing the database, (2) how much data per contributor should be stored in the POC database, and (3) how often the data should be either updated or replaced with new data. Recommendations should also cover whether data updates will be automated or manual and, if manual, whether the data contributor or recipient of funds will update data and how the POC database will be accessed for data modifications.
 - i. Discussion about whether the POC database or software system is adaptable to changes in the number of data contributors, the amount of data provided per contributor, or another change that would affect the database structure.
 - j. Recommendations for balancing data transparency and person privacy to ensure individuals involved in incidents are not identifiable.
 - k. Recommendations for publicly disseminating a POC database, including how the public will access and use the database and how the database's development promotes use by the public.
3. Within 12 months of the project kickoff, an analyzable database on police-public events from 15 to 25 LEAs.
4. Within 15 months of the project kickoff, a report documenting how the database was created, the process for identifying what raw information needs to be transformed, and the rules or code associated with the transformations.
5. Within 15 months of the project kickoff, a report documenting the resources required to support the POC database for continued public use.
6. Within 18 months of the project kickoff, a report including the following:
 - a. A discussion of how representative the POC database is of the nation, including what, if any, statements can be made about the data (e.g., whether POC data can be used to produce CFS estimates for large agencies or midwestern police departments) and how that representativeness was determined.
 - b. If the POC data are not nationally representative, a discussion of the gap between POC data contributors and the number and type of agencies needed to augment the POC database to produce national estimates of CFS, including an explanation of the sampling design and why it is appropriate.

- c. A feasibility study that indicates the likelihood of onboarding the data contributors necessary to produce national estimates, advises whether scaling the POC database to a nationally representative data collection is practical, and discusses the expected burden on new data providers to contribute CFS data to a national collection.
- d. If appropriate, recommendations for constructing a nationally representative data collection that, at minimum, specifies (1) how to recruit new data providers, (2) how to acquire information on police-public events from new data providers, (3) how to update data and the periodicity in which data should be updated, (4) the process data contributors will use to update data and whether it can be automated to reduce burden to contributors, and (5) the technical and human resources required to maintain and support a national CFS data collection.
- e. A description of the requirements to support and maintain a nationally representative data collection of police-public events

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	Anticipated Maximum Dollar Amount of Awards
1	\$500,000.00
Period of Performance Start Date	Period of Performance Duration (Months)
12/1/22 12:00 AM	18
Anticipated Total Amount to be Awarded Under Solicitation	
\$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. BJS will consider, among other factors, BJS'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 an award under this solicitation as a cooperative agreement, which provides for BJS 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.

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.

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 the final award decision.

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

a. Statement of the Problem

Describe why these proposed activities are necessary and address a gap in the collective knowledge about the broader issue.

b. Project Design and Implementation

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

c. Capabilities and Competencies

Describe the capabilities and competencies of applicant staff that will specifically ensure the applicant can successfully accomplish the goals and objectives of the project.

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

Describe the process for measuring project performance. Applicant should 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 measure 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 project’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

1. Bibliography or references.
2. 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.
3. 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).
4. A detailed proposed project timeline with expected milestones and level of staff effort for each phase of work.
5. A 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).

6. Letters of cooperation/support or administrative agreements from organizations collaborating in the project, such as universities, lawyers, justice agency personnel, or other membership groups.
7. A 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 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.

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 8:59pm ET on July 18, 2022.

The **full application** must be submitted in JustGrants by 8:59pm ET on July 25, 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 BJS contact identified above **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 BJS contact identified above 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 do the following:

- 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 (15%) - 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 (35%) - 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 (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 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 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, 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 BJS 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
<p>Obtain, standardize, and examine varied CAD systems data on community- and officer-initiated law enforcement activity to better understand police-public events.</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>Deliverables:</p> <p>1) a methodology for standardizing data captured by a variety of CAD systems as specified in the solicitation under objective 1 tasks to include but not limited to:</p> <p>a) Summary of administrative and operational data collected in CAD systems, across a subset of LEAs.</p> <p>b) Standardize the types of law enforcement dispositions for police-public events captured within CAD systems.</p> <p>2) POC database as specified in the solicitation under objective 2 tasks to include but not limited to:</p> <p>a) Establish the technical specifications for the POC database.</p> <p>b) Outline of standardized data elements to capture in the POC database.</p> <p>c) Summary of the periodicity within which the POC database can be updated by LEAs included in the R&D effort.</p> <p>3) Nationally representative system of standardized police-public events data as specified in the solicitation under objective 3 tasks to include but not limited to:</p> <p>a) Assessment of POC database capacity</p> <p>b) The design of the nationally representative collection of police-</p>

<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>public event data</p> <p>c) Assessment of data use for purposes defined</p> <p>d) Evaluation of methods for CFS database accessibility</p> <p>e) Recommendations and estimating resources for the publicly releasing CFS database</p> <p>As detailed in Deliverable 2 through 6 to include but not limited: detailed reports documenting project goals, process implementation, analysis, resources, database development, data collection and maintenance, feasibility study.</p> <p>As defined under Deliverable 1 Program management to include but not limited to:</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>
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Application Checklist

FY 2022 Methodological Research on Measuring Community- and Officer-Initiated Law Enforcement Activity

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

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 \$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
- 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 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:

- 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 regarding technical difficulties.