

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



FY 2023 Law Enforcement Transition to the National Incident-Based Reporting System (NIBRS) to Improve Hate Crime Reporting

Assistance Listing Number # 16.048

Grants.gov Opportunity Number: O-BJS-2023-171779

Solicitation Release Date: June 01, 2023

Step 1: Application Grants.gov Deadline: August 01, 2023 8:59 PM ET

Step 2: Application JustGrants Deadline: August 08, 2023 8:59 PM ET

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) seeks applications to provide funding and technical assistance to local law enforcement (LE) agencies to increase and enhance their reporting of crimes in general and hate crimes specifically to the FBI's National Incident-Based Reporting System, as authorized by the Jabara-Heyer NO HATE Act (34 U.S.C. § 30507). This program furthers the DOJ's mission by advancing the rule of law, integrity, good government, public safety, and criminal justice through improved police reporting of hate crimes.

This solicitation incorporates guidance provided in the [OJP Grant Application Resource Guide](#) which provides additional information for 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

An applicant entity may submit more than one application, if each application proposes a different project in response to the solicitation. Also, an entity may be proposed as a subrecipient (subgrantee) in more than one application.

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](#).

Contact Information

For assistance with the requirements of this solicitation, contact Erica Smith, Unit Chief, Law Enforcement Incident Based Statistics at 202-307-0765 or at AskBJS@usdoj.gov with "FY2023LETNIBRS" in the subject line.

Submission Information

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

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>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and a 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.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants application deadline.

For technical assistance with submitting the **full application** in JustGrants, contact the

JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and Federal holidays.

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. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

Contents

Overview	1
Contact Information	2
Submission Information	2
Program Description	7
Overview	7
Statutory Authority	7
Specific Information	7
Goals, Objectives, and Deliverables	9
Evidence-Based Programs or Practices	15
Information Regarding Potential Evaluation of Programs and Activities	16
Federal Award Information	16
Awards, Amounts and Durations	16
Continuation Funding Intent	16
Availability of Funds	16
Type of Award	16
Financial Management and System of Internal Controls	17
Budget Information	17
Cost Sharing or Matching Requirement	17
Pre-agreement Costs (also known as Pre-award Costs)	17
Limitation on Use of Award Funds for Employee Compensation: Waiver	17
Prior Approval, Planning, and Reporting of Conference/Meeting/ Training Costs	17
Costs Associated with Language Assistance (if applicable)	17
Eligibility Information	18
Application and Submission Information	18
Content of Application Submission	18
Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov	18
Standard Applicant Information (JustGrants 424 and General Agency Information)	19
Proposal Abstract	19
Proposal Narrative	19
Goal, Objective and Deliverables	21
Budget and Associated Documentation	22
Budget Worksheet and Budget Narrative (Web-based Form)	22

Pre-agreement Costs (also known as Pre-award Costs)	22
Indirect Cost Rate Agreement (if applicable)	22
Consultant Rate	22
Limitation on Employee Compensation; Waiver	22
Financial Management and System of Internal Controls	22
Questionnaire (including applicant disclosure of high-risk status)	
Disclosure of Process Related to Executive Compensation	23
Additional Application Components	23
Curriculum Vitae or Resumes	23
Letters of Support	23
Disclosures and Assurances	23
Disclosure of Lobbying Activities	23
DOJ Certified Standard Assurances	23
Applicant Disclosure of Duplication in Cost Items	23
DOJ Certifications Regarding Lobbying; Debarment, Suspension and	24
Other Responsibility Matters; Drug-Free Workplace Requirements;	
Law Enforcement and Community Policing	
Applicant Disclosure and Justification - DOJ High Risk Grantees	24
Standards for Providing Information Technology and Publishing	24
Support to BJS	
How to Apply	25
Submission Dates and Time	26
Experiencing Unforeseen Technical Issues Preventing Submission	26
of an Application	
Application Review Information	28
Review Criteria	28
Review Process	28
Federal Award Administration Information	29
Federal Award Notices	29
Administrative, National Policy, and Other Legal Requirements	29
Information Technology Security Clauses	30
General Information about Post-Federal Award Reporting	30
Requirements	
Federal Awarding Agency Contact(s)	30
Other Information	30
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C.	30
552a)	
Provide Feedback to OJP	30
Performance Measures	31

Application Checklist	33
Standard Solicitation Resources	36

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.

Through this solicitation, BJS seeks to provide funding and technical assistance to increase the number of local law enforcement (LE) agencies reporting data to the FBI's National Incident-Based Reporting System (NIBRS) to improve hate crime reporting as authorized by the Jabara-Heyer NO HATE Act (34 U.S.C. § 30507).

Statutory Authority

34 U.S.C § 10132, 34 U.S.C. § 10132(a)(c)(19), 34 U.S.C. § 30507(d)(1)(A)

Specific Information

The National Crime Statistics Exchange program (NCS-X) provided funding and technical assistance to enable local LE agencies to report incident-based crime data to NIBRS. Across multiple fiscal years, the NCS-X funded local law enforcement agencies to update their records management systems (RMS) so they could submit NIBRS-compliant crime data to their respective state Uniform Crime Reporting (UCR) programs.

NIBRS captures detailed data about the characteristics of criminal incidents, including a broader array of offenses than was collected in the FBI's Summary Reporting System (SRS); types and amount of property lost; demographics of victims, offenders, and persons arrested; and types of weapons, if any, used in the incident. NIBRS allows LE agencies to report information on 52 different offenses that can occur within a crime incident, to more accurately reflect the types of crime handled by police agencies, such as destruction of property, intimidation, and identity theft.

In addition, NIBRS is the preeminent means of collecting data on hate crimes recorded by law enforcement. When reporting hate crimes to NIBRS, LE agencies submit comprehensive information about crime incidents, including the following:

1. incident (e.g., location type, time of day, and case clearance)
2. offense (e.g., type, weapon involvement, and bias motivation)
3. property (e.g., type and value)
4. victim (e.g., age, sex, race, ethnicity, and injury)
5. offender (e.g., age, sex, race, and ethnicity)
6. persons arrested (e.g., age, sex, race, ethnicity, and arrest type).

For details on each data element collected in NIBRS, see the *NIBRS User Manual* at <https://le.fbi.gov/informational-tools/ucr/ucr-technical-specifications-user-manuals-and-data-tools>.

The transition from SRS to NIBRS reporting supports efforts to collect more detailed data on hate crimes. To assist states and local LE agencies in making the NIBRS transition, the [Jabara-Heyer NO HATE Act](#) authorizes the U.S. Attorney General to “make grants to States and units of local government to assist the State or unit of local government in implementing the National Incident-Based Reporting System, including to train employees in identifying and classifying hate crimes in the National Incident-Based Reporting System.”

As of January 2023, more than three-quarters of LE agencies nationwide that report crimes to the FBI UCR Program have transitioned to NIBRS. While the agency coverage rate for reporting is relatively high, a limited number of large LE agencies serving populations of 500,000 or more persons have yet to transition. In addition, several states have been underrepresented in the NIBRS transition, with agency and population coverage rates below 50%. (For details about NIBRS coverage, see - <https://bjs.ojp.gov/national-incident-based-reporting-system-nibrs>.) Addressing these large agency-and state-specific gaps in NIBRS reporting is critical for estimating crime in the United States, including the number and types of hate crimes recorded by police each year.

One successful approach to the NIBRS transition, developed through the NCS-X, is the Rapid Deployment Model (RDM). The RDM is designed to expedite implementation of NIBRS for multiple LE agencies, while ensuring the data they report align with state UCR Program and the FBI NIBRS requirements. The RDM methodology involves one entity working with multiple RMS service providers to group LE agencies by the type of technology they use, to enable “batch” transitions to NIBRS. For example, if 25 agencies in one state use the same version of the same RMS product, then the service provider could roll out modifications to all 25 agencies using the same product, so that all 25 agencies would then be compliant with state UCR and FBI NIBRS reporting requirements.

The RDM approach, when employed, has achieved the following objectives:

- streamlined and centralized program coordination and oversight
- coordinated solution requirements and governance structure
- leveraged economies of scale to reduce costs for agencies when modifying or upgrading crime reporting technology
- sped up the NIBRS implementation schedule for local agencies
- streamlined procurement so that agencies realize quicker success
- improved efficiency of recruiting agencies for the NIBRS transition

- consolidated the development of solutions by RMS service providers by bundling agencies using similar systems
- reduced burden to local agencies by using one centralized entity to coordinate the NIBRS transition on their behalf
- increased the opportunity for regional service delivery options
- elevated the visibility of progress made on the NIBRS transition.

Goals, Objectives, and Deliverables

BJS is seeking to make one award to implement and manage a large-scale RDM effort, in further support of the NIBRS transition. The recipient of funds will coordinate services across local LE agencies, RMS service providers, and state UCR programs to ensure that, by the end of the project period, all participating LE agencies are certified by their state UCR programs to report incident-based crime data to NIBRS.

The RDM model requires cooperation from all parties—LE agencies, RMS service providers, and state UCR programs—to be successful. A consolidated method for procuring state and federally compliant incident-based RMS software is valuable only if participating RMS service providers and their participating client LE agencies are willing to accept changes, use the software, and complete the process to certify their incident-based data with state UCR programs. The recipient of funds should plan to work directly with targeted LE agencies to identify barriers in transitioning and to support agencies until they are certified to report data to NIBRS. As such, the RDM model assumes the recipient of funds will engage in regular communication with LE agencies, monitor project progress, and provide quarterly reports to BJS regarding local agency activities and progress in achieving NIBRS certification.

The recipient of funds must have demonstrated experience with and knowledge of the issues that must be resolved to procure technical solutions, meet state UCR Program specifications for data input, and implement modern data collection strategies. A key element of the RDM is to simplify and streamline the procurement of modifications to RMS installations, which will align vendor-specific incident-based reporting compliance with state and FBI reporting standards. The primary objective of the successful applicant will be to facilitate this type of consolidated procurement method.

Goals

This project has three primary goals:

1. Increase the number of LE agencies reporting to the FBI's NIBRS by working directly with state UCR programs and RMS service providers to transition multiple agencies through a rapid-deployment NIBRS transition plan.
2. Improve the quality and completeness of hate crime reporting by ensuring state

UCR programs and LE agencies are trained on the procedures required for reporting bias-motivated (hate crime) offenses in NIBRS.

3. implement project activities on time and within budget.

Objectives

An applicant should address all the objectives listed below in the Goals, Objectives, Deliverables and Timeline web-based form. To achieve the Goals of this project, the successful applicant will be expected to meet the following objectives:

1. Conduct an environmental scan to examine which agencies are not yet reporting to NIBRS.
2. Determine which states are projected to realize the greatest improvement in NIBRS reporting through the implementation of an RDM NIBRS transition plan.
3. Develop a rapid-deployment NIBRS transition plan for a selected number of states or LE agencies, in collaboration with BJS and the FBI. This includes coordinating with state UCR programs to ensure the RMS solutions meet state-specific reporting requirements.
4. Provide training and technical assistance to LE RDM participants as they transition to NIBRS, including how to properly code and report bias-motivated (hate crime) offenses in NIBRS. If needed, coordinate with the FBI's Criminal Justice Information Services Division (CJIS) UCR training staff to develop, and deliver NIBRS-specific hate crime training.
5. Ensure the RDM implements technical solutions and business process changes that bring participating LE agencies into compliance with state and federal incident-based reporting requirements within 2 years of the start of their participation in the project.
6. Meet requirements for successful project management.

Deliverables

The deliverables for this project include, but are not limited to, the following:

1. a summary of the findings from the environmental scan (within 1 month of project kickoff).
2. a summary on the RMS service providers operating in each state, along with other relevant information provided by BJS, the FBI, and state UCR program managers (within 3 months of project kickoff).
3. a written plan for implementing a RDM NIBRS transition (within 4 months of project kickoff).
4. monthly progress reports on key project milestones and tasks, culminating in a final project report that summarizes the project accomplishments and whose content will be defined collaboratively between BJS and the successful applicant.
5. monthly written status reports on the LE agencies participating in the RDM, including progress with software updates and training

6. training and technical assistance throughout the duration of the award.

Timeline

The Key project target dates are as follows:

1. Within 2 weeks of final budget clearance for the award, conduct the project kickoff meeting. The kick-off meeting will include representatives from the recipient of funds, BJS, and the FBI's CJIS
2. Within 1 month of project kickoff, complete the environmental scan.
3. Within 3 months of project kickoff, complete the summary of RMS service providers in each state.
4. Within 5 months of project kickoff, provide a written plan for implementing an RDM NIBRS transition plan, for review and approval by BJS.
5. At least monthly, provide a progress report outlining progress made on each of the tasks in the task plan, as well as the monthly expenditures by project budget category. The cadence for these reports will be determined collaboratively between BJS and the recipient of funds.
6. At least monthly, provide written status reports on the LE agencies participating in the RDM. These reports must be provided along with the monthly progress reports. The written status reports should include, but are not limited to, the following:
 - names of the LE agencies and states where they are located
 - RMS service provider used
 - whether each LE agency will need to procure a new software solution to transition to NIBRS
 - when the agency is projected to begin conformance testing of their incident-based data with the state
 - when the agency is projected to be certified to report to the state incident-based reporting system.
7. No later than one month after the project end date, deliver the final project report. The final report should include a project summary that indicates the NIBRS transition status for each LE agency participating in the RDM, the improvements in NIBRS coverage for each state with agencies included in the RDM, and how the actual project budget compares to anticipated costs from the start of the project.

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.

Task Plan

Task 1: Environmental scan

Conduct an environmental scan to determine gaps in LE agency NIBRS participation by state. The recipient of funds will do the following:

1. Investigate the proportion of the population covered by non-NIBRS reporting LE agencies by state, to identify gaps in NIBRS coverage. Also determine which states are projected to realize the greatest improvement in NIBRS reporting through the implementation of an RDM NIBRS transition plan.
2. Examine how individual non-NIBRS agencies affect state-level coverage rates, and prioritize agency RDM recruitment by population served. All LE agencies serving 10% or more of the state's population should be prioritized for recruitment into the RDM wherever possible.
3. Determine ways to structure the RDM recruitment strategy to achieve a state-level NIBRS coverage rate of 90% or greater.

Required deliverable: Within 1 month of project kickoff, produce an environmental scan report that outlines (a) the subset of states where at least some law enforcement agencies have not yet transitioned to NIBRS, (b) the percentage of the population covered by non-NIBRS agencies in each state, and (c) the number of non-NIBRS agencies that, when evaluated individually, represent 10% or more of their respective state population.

Task 2: Recommend states where RDM NIBRS implementation will have the greatest impact

Work with BJS, the FBI, and state UCR program managers to identify, where possible, which RMS service providers operate in each state that is not yet fully NIBRS-compliant and which LE agencies are served by those RMS providers. Identify RMS providers operating in multiple states, to determine the feasibility of creating larger economies of scale that cross state lines. The recipient of funds will do the following:

1. Coordinate with BJS, the FBI, and state UCR programs to obtain a short list of RMS service providers in each state.
2. Determine which of the RMS service providers already have a NIBRS-compliant and state-compliant product that can be deployed to LE agencies
3. Engage with RMS service providers to assess interest in participating in the RDM effort.
4. Solicit information from interested RMS service providers that includes, but is not limited to, the following:
 - a. a list of current clients and their NIBRS transition status
 - b. the status of incident-based reporting among those client agencies
 - c. The estimated costs associated with upgrading or replacing software solutions among client agencies to bring them into compliance with state and federal requirements for incident-based crime reporting requirements, including hate crimes. When known, costs should include required systems training and necessary professional services to ensure successful

deployment of the upgraded or new RMS solution, as well as any other agency-specific requirements (e.g., field-based reporting modules, cloud storage).

5. Review information to make recommendations regarding which RMS service providers to include in the RDM. Recommendations should be based on the coverage of “certainty” agencies (i.e., agencies serving 10% or more of their state population), the number of non-NIBRS clients that could potentially transition, the RMS service provider’s history of successful NIBRS certifications, the projected costs, and other relevant factors.

Required deliverable: Within 3 months of project kickoff, submit a written assessment of RMS service providers to potentially include in the RDM, including relevant information provided by BJS, the FBI, and state UCR program managers. The assessment should include information about whether RMS products have been certified by state UCR programs. The assessment should describe where NIBRS implementation will have the most impact, including areas where improvements in a single RMS will impact multiple agencies in multiple states.

Task 3: Develop and execute a Rapid Deployment Model for the states and agencies identified in Task 2

Identify the states, LE agencies, and RMS service providers that will be targeted for inclusion in the RDM. The recipient of funds will do the following:

1. Engage RMS service providers to—
 - a. recruit among their client LE agencies for RDM participation
 - b. establish a risk management and mitigation plan
 - c. establish a specific scope of work for project activities with each LE agency
 - d. finalize a participation agreement between the participating RMS service providers and the recipient of funds, with specific touchpoints and payment milestones identified.
2. Establish participation agreements with participating LE agencies.
3. Implement a communications strategy with state UCR program managers and participating LE agencies to share project information, provide a forum for questions, and enable agencies to request technical and project-related assistance.

Required deliverable: Within 5 months of the project kickoff, deliver a written plan that describes (a) which RMS service providers will participate, (b) draft plans for each service provider to recruit their client LE agencies, (c) the milestone payment schedules agreed to between participating service providers and the recipient of funds, (d) the LE agencies agreeing to be part of the RDM, and (e) the communications strategy or strategies that will be used in each state to ensure LE agencies are updated on project activities and have an opportunity to ask questions and seek assistance.

Task 4: Provide training and technical assistance to LE agencies transitioning to NIBRS

Engage with LE agencies selected to participate in the RDM to better understand transition needs and progress. Ensure agencies have the resources required to implement NIBRS-compliant software and to certify incident-based data with state UCR programs. The recipient of funds will do the following:

1. Coordinate with FBI CJIS UCR Training staff to develop and deliver training, as needed, on how to properly code and report bias-motivated (hate crime) offenses in NIBRS.
2. Assist agencies with implementing technical solutions and business process changes that bring the agencies into compliance with state and federal incident-based reporting requirements. This includes the following:
 - a. working directly with RMS service providers to incorporate LEA and state requirements into new or upgraded crime data management software
 - b. verifying the milestones during the RMS upgrade, per the participation agreement with each RMS service provider and LEA
 - c. engaging with LE agencies, as needed, to finalize training plans on how to use the new or upgraded system
 - d. participating in user acceptance tests
 - e. supporting conformance tests for state crime-reporting requirements
 - f. supporting conformance tests on FBI NIBRS requirements as needed
 - g. supporting each agency through the state certification process, including working directly with agency staff to troubleshoot issues that arise with data submissions, manage data edits, and automate the incident resubmission process.

Required deliverables: Provide monthly status reports that include updates on the technical assistance provided. These updates should list, at a minimum, (a) whether technical assistance was requested and by which agencies, (b) which agencies received technical assistance in that month, (c) a brief description of the nature of the technical assistance provided, and (d) whether the assistance resolved the issue or more technical assistance may be required. The recipient of funds will also provide updates on the hate crime training plan developed in consultation with BJS and the FBI's CJIS. Hate crime training needs may vary throughout the project period and can be updated as needed.

Task 5: Provide oversight of RDM requirements among participating LE agencies, RMS service providers, and state UCR programs

Ensure that the RDM implements technical solutions and business process changes that bring participating LE agencies into compliance with state and federal incident-based reporting requirements within 2 years of the start of their respective participation in the project. The recipient of funds will do the following:

1. At least quarterly, review the participation agreements to ensure RDM participants are meeting the agreed-upon requirements.
2. Assess the risk of NIBRS transition failure for participating LE agencies and RMS service providers.

- a. Evaluate participant progress to determine if any agencies or RMS service providers are presenting patterns of noncompliance.
- b. Work with state UCR programs and local agencies to determine if service provider-specific issues arise over the course of the project.

Required deliverables: In each monthly status report, assess compliance with participation agreements and the risk of transition failure for agencies and RMS service providers, as applicable.

Task 6: Project management

Ensure that the following project management tasks are successfully completed during the project period. The recipient of funds will do the following:

1. Within 2 weeks of project kickoff, provide a project timeline outlining target milestone dates for each task and deliverable.
2. Develop and submit monthly progress reports to BJS, the content of which will be collaboratively determined by BJS and the recipient of funds. Each progress report must be submitted to BJS project staff at least 5 business days before the monthly project status call.
3. Hold monthly project status calls with BJS. The recipient of funds will be responsible for establishing and managing these monthly calls.
4. Ensure compliance with OJP requirements for submission of federal financial and project performance reports.
5. Provide written status reports on the LE agencies participating in the RDM, along with the monthly progress report. Each report must include, but is not limited to, the following:
 - a. the names of the participating agencies
 - b. the states in which the participating agencies are located
 - c. the RMS provider they use
 - d. if the agency will need to procure a new software solution to transition to NIBRS
 - e. when the agency is projected to begin conformance testing with the state
 - f. when the agency is projected to be certified to report to the state incident-based reporting system.

Required deliverables: (1) A project timeline, (2) monthly progress reports, (3) monthly written status reports, (4) a project kickoff meeting and monthly meetings with BJS, and (5) required OJP performance and financial reports.

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 projects and activities funded under this solicitation. For additional information and applicable documentation to be included in the application, 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

\$4,400,000

Period of Performance Start Date

12/1/23

Period of Performance Duration (Months)

36

Anticipated Total Amount to be Awarded Under Solicitation

\$4,400,000

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 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.

Type of Award

BJA 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.

Budget Information

The applicant should identify within their budget which items, services, etc., will/would be covered by matching sources and explain what type of match will be provided.

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](#) for 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](#) for 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.

Notice regarding law enforcement agencies: 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 2023 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.

Application and Submission Information

Content of Application Submission

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 Web-Based Form (The web-based form includes the budget details and the budget narrative.)

If OJP determines that an application does not include these elements, it will neither proceed to peer review, nor receive further consideration.

Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a

cover sheet for submission of pre-applications, applications, and related information. See the [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 \(E.O.\) 12372](#). In completing the SF-424, an applicant is to answer question 19 by selecting “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 their Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project — including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known) — must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [OJP Grant Application Resource Guide](#) for an example of a proposal abstract.

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 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, BJS may consider such noncompliance in peer review and in final award decision. Tables, charts, and graphs can use fonts smaller than 12 point but must be included within the page limit.

The Proposal Narrative must include the following sections:

a. Description of the Issue

Applicants should address the challenges that LE agencies face when transitioning to NIBRS-compliant crime reporting. They should discuss the role of

RMS service providers in the NIBRS transition and how using the RDM to work directly with RMS service providers to rapidly deploy software to LE agencies can reduce transition times and reduce costs. Applicants should describe the advantages and disadvantages associated with the RDM NIBRS transition approach and the challenges associated with overseeing LE agencies and RMS service providers who participate in this effort.

b. Project Design and Implementation

Applicants should list and describe the activities they will undertake to fulfill the requirements listed in the Task Plan and how those activities relate to the goals and objectives of the project.

Applicants should provide a detailed description of how each of the activities in the Task Plan will be approached. A successful application will include information on (a) the sources of information available to help identify gaps in NIBRS coverage at the state and local levels, (b) methods for conducting outreach with state UCR programs to understand the landscape of RMS service providers and incident-based reporting in the states, (c) ways in which other RDM or similar projects have approached participation agreements and ensured compliance with these and other project governance documents, and (d) strategies for providing effective oversight of participating organizations and ensuring successful communications strategies are in place to keep participants informed and engaged in the efforts.

Applicants should provide a timetable indicating roughly when the activities or program milestones will be accomplished.

c. Capabilities and Competencies

The FY 2023 Law Enforcement Transition to NIBRS project requires a team of persons with substantial knowledge of the following:

1. law enforcement crime data collection and validation procedures
2. how LE agencies report crime data to state UCR programs
3. RMS software applications and service providers
4. NIBRS compliance standards and how to support LE agencies with meeting those standards
5. business process changes typically associated with the NIBRS transition and how to support LE agencies with making those changes
6. how NIBRS transition costs are estimated for both RMS service providers and LE agencies.

Applicants should describe how the capabilities and competencies of their project team align with the needs above. In addition to these specific points, applicants should describe the capabilities of their team to oversee multiple participating

entities, manage multiple participation agreements, maintain fiscal responsibility over the payment of funds for achieving milestones, and implement a multifaceted communications strategy that supports the engagement of the participating entities.

Applicants should also outline any other knowledge and skills of their team that they believe will ensure that the goals and objectives of the project are accomplished.

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

Applicants should describe the process for measuring project performance and how performance metrics will guide program implementation and technical assistance strategies. Applicants should identify who will collect the performance measures data. The application should demonstrate the applicant's understanding of the performance-data reporting requirements for this program and detail how the applicant will gather the required data should it receive funding.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the 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.

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

Goal, Objective and Deliverables

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

Goals

The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives

The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measurable and clearly linked to the goal.

Deliverables

Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant will complete the JustGrants web-based budget form. For additional information, see the [OJP Grant Application Resource Guide](#) and the [Complete the Application in JustGrants – Budget](#) training.

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

See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide Post Award Requirements](#) for more information.

Indirect Cost Rate Agreement (if applicable)

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for more information on indirect costs.

Consultant Rate

See the [DOJ Grants Financial Guide](#) for information on the consultant rates which require prior approval from OJP.

Limitation on Employee Compensation; Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

The applicant will download the questionnaire, complete it, and upload 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

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating its “Disclosure of Process Related to Executive Compensation” provisions. Applicants to this solicitation are not required to provide this disclosure.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide resumes of key personnel.

Letters of Support

Applicants should include, for each named partner entity, a signed Letter of Support that confirms the partner’s agreement to support the project through commitments of staff time, space, services, or other project needs. Applications submitted from two or more entities are encouraged to submit signed Letters of Support that provide a detailed description of how the agencies will work together to meet project requirements.

Each Letter of Support should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Letters of Support should be signed and then submitted as one separate attachment to the application.

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. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. 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; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

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

Applicant Disclosure and Justification - DOJ High Risk Grantees

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

Standards for Providing Information Technology and Publishing Support to BJS

The following sections describe BJS standards Grantees and Contractors should take into consideration when proposing and pricing information technology and publishing support to BJS, and in associated project planning and project management.

1. Ownership and Hosting of BJS-Funded Data Systems and Applications

All BJS-funded systems or applications built for managing, processing or publishing data, absent an express agreement otherwise, shall be owned by BJS. Master databases of record shall be located on, or regularly replicated to, the OJP network. Public-facing applications shall be deployed and hosted on the OJP network and accessed via a .gov domain. The grantee should plan for these outcomes from the start of projects. For example, application developers will need to have access to the OJP network to participate in the configuration and deployment of public-facing applications.

2. Use of OJP Systems and Platforms by Grantees and Contractors

BJS grantees and contractors will often need to work on the OJP network using OJP tools and systems. The OJP network is accessed using the OJP virtual desktop interface (VDI), a PIV card, and the contractor's hardware (e.g., laptop or desktop computer and mobile devices) unless other conditions have been specified in the award. To obtain this access, contractors will need to fill out a personnel onboarding form soon after award that will be forwarded onward by BJS contracting officer representatives (CORs) and cooperative agreement monitors to OJP security personnel. This access should be requested soon after award for everyone doing work for BJS unless it's very clear that they will never need to do work on the OJP network.

Grantee and contractor-owned systems and platforms may also be used at times, but the architecture and configuration of those resources should align with OJP requirements and be approved in advance. Compatibility and compliance with OJP systems and policies must be accounted for in budgets and planned for from the start of the performance period.

Any projects or tasks that will involve the OJP network and/or coordination with OJP support teams should be described in detail as soon as possible and submitted to the chief of the BJS technology and data management unit to ensure arrangements are made that support the milestones and deliverables of the contract or agreement.

3. Adherence to federal standards

All systems and applications developed for BJS must adhere to federal, DOJ, OJP, and BJS processes, practices, standards, policies, and mandates. Grantees and contractors must collaborate with, and regularly update BJS technology staff on the progress of application and system development.

4. 21st Century Integrated Digital Experience Act

Any website that is developed, modernized, enhanced, maintained, or otherwise delivered as a result of this agreement must comply with the website standards of the Technology Transformation Services of the General Services Administration at <https://designsystem.digital.gov/website-standards/>. The U.S. Web Design System (USWDS) shall be adopted incrementally over the life of the project or requirement and the awardee shall prioritize implementation to align with the priorities identified within the agreement.

Additional key BJS information technology policies, practices and standards may be found at:

<https://bjs.ojp.gov/technology-and-publishing-requirements-bjs-contractors-and-grantees>.

How to Apply

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov,

they will be unable to apply in JustGrants.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants deadline.

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

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 **August 1, 2023, at 8:59 PM ET**.

The **full application** must be submitted in JustGrants by **August 8, 2023, at 8:59 PM ET**.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any 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. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented application submission.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

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

- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8 a.m. to 8 p.m. ET at 866-606-8220.
- Grants.gov - contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants - contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday–Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov and BJS at AskBJS@usdoj.gov within 24 hours of the JustGrants deadline to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must—

- describe the technical difficulties experienced
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded)
- include an attachment of the complete grant application and all the required documentation and materials
- include the applicant's Unique Entity Identifier (UEI)
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue or that does not submit a waiver request within the required time period will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [OJP Grant Application Resource Guide](#).

Application Review Information

Review Criteria

Merit Review Criteria

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

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 applicant’s administrative and technical capacity 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 (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget Web-Based Form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

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 entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant entity 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 entity 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 its organization 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 entity.

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

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. 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 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 more information.

General Information about Post-Federal Award Reporting Requirements

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

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

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

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and 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)	Description	Data Recipient Provides
Conduct an environmental scan to examine which agencies are not yet reporting to NIBRS.	Needs assessment.	Examine the states and agencies that are not reporting to NIBRS, including the history of NIBRS reporting by state	An initial report based on the specifications included in the task plan.
Determine which states are projected to realize the greatest improvement in NIBRS reporting through the implementation of an RDM NIBRS transition plan.	Planning activities conducted.	Determine the set of states, LE agencies, and RMS service providers to recruit for the RDM project, and the projected impact of the selections on NIBRS reporting.	A list of state UCR programs, LE agencies, and RMS service providers to target for RDM participation and their corresponding (1) impact on incident-based/NIBRS reporting, by state, and (2) share of the population, by state.
Develop a rapid-deployment NIBRS transition plan for a selected number of states or LE agencies, in collaboration with BJS and the FBI. This includes coordinating with state UCR programs to ensure RMS solutions meet any state-specific reporting requirements.	Agencies/ organizations recruited.	<p>Identify which state UCR programs agreed to participate in the RDM project.</p> <p>Identify which RMS service providers signed participation agreements for the RDM project.</p> <p>Identify which LE agencies signed participation agreements for the RDM project.</p>	Monthly reports summarizing project recruitment activities, including a list of state UCR programs, RMS service providers, and LE agencies that have (1) been contacted for recruitment and (2) signed participation agreements.

Objective	Performance Measure(s)	Description	Data Recipient Provides
Provide training and technical assistance to LE RDM participants as they transition to NIBRS, including how to properly code and report bias-motivated (hate crime) offenses in NIBRS. If needed, coordinate with FBI CJIS UCR Training staff to develop and deliver training on NIBRS-specific hate-crime reporting.	<p>Agencies/ organizations requesting training and technical assistance.</p> <p>Agencies/ organizations receiving training and technical assistance.</p>	<p>Identify which LE agencies requested technical assistance and a description of the technical assistance needed.</p> <p>Identify the law enforcement agencies that received technical assistance each month and if the technical assistance resolved the issue.</p>	Monthly reports listing (1) which LE agencies requested technical assistance, by type of assistance needed, (2) which LE agencies received technical assistance, and (3) if the technical assistance resolved the issues for the agency.
Ensure that the RDM implements technical solutions and business process changes that bring participating LE agencies into compliance with state and federal incident-based reporting requirements within 2 years of the start of their participation in the project.	Agencies/ organizations brought into compliance as a result of technical assistance.	Identify which LE agencies become compliant with state incident-based and NIBRS reporting requirements during the award period.	Monthly reports identifying (1) LE agencies that are testing for state incident-based reporting compliance and their corresponding compliance error rate, (2) LE agencies that have received state incident-based reporting certification, by month and year that certification was issued, and (3) if technical assistance was provided to any LE agencies currently testing for or receiving state incident-based reporting certification.
Meet requirements for successful project management.	<p>Deliverables completed on time.</p> <p>Deliverables that meet expectations.</p>	Document the list of project management deliverables provided each month.	A list of the project management deliverables provided each month, to be included in the monthly status report.

Application Checklist

FY 2023 Law Enforcement Transition to the National Incident-Based Reporting System (NIBRS) to Improve Hate Crime Reporting

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

Pre-Application

Before Registering in Grants.gov:

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

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](#))

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Access the funding opportunity and application package (see Step 7 in the [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](#))

Review the Overview of Post-Award Legal Requirements

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$4,400,000.

Review Eligibility Requirement:

- Review the Eligibility section on the cover page and Eligibility Information section in the solicitation.

Application Step 1

Submit the **SF-424** and **SF-LLL** in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**
- Submit Intergovernmental Review (if applicable)

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

- a submission receipt
- a validation receipt
- a grantor agency retrieval receipt
- an agency tracking number assignment

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

- Contact BJS or the 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](#))

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants

Application Step 2

Submit the following information in JustGrants:

Application Components

- Standard Applicant information (SF-424 information from Grants.gov)
- **Proposal Abstract***
- **Proposal Narrative***

Budget and Associated Documentation

- **Budget Web-Based form***
- 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](#))

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- 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](#))
- Timeline
- Memorandum of understanding (if applicable)
- Résumés of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)

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](#))

***Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.**

Review, Certify and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.

- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

If no JustGrants application submission confirmation email or validation is received, or if error notification is received:

- Contact BJS at AskBJS@usdoj.gov and the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties. See the [OJP Grant Application Resource Guide](#) for additional information.

Standard Solicitation Resources

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

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

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

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

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance and support on JustGrants system functionality.