

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



Solicitation Title: BJS FY24 Continuation of the Federal Justice Statistics Program

Assistance Listing Number: 16.734

Grants.gov Opportunity Number: O-BJS-2024-172132

Solicitation Release Date: May 16, 2024

Step 1: Application Grants.gov Deadline: 5:00 p.m. Eastern Time on July 1, 2024

Step 2: Application JustGrants Deadline: 5:00 p.m. Eastern Time on July 8, 2024

Contents

| | |
|--|----|
| Synopsis | 4 |
| Program Description Overview | 4 |
| Eligibility | 4 |
| Agency Contact Information | 5 |
| Application Submission Information | 5 |
| Registration | 5 |
| Submission | 5 |
| Program Description | 6 |
| Program Description Overview | 6 |
| Statutory Authority | 6 |
| Specific Information | 6 |
| Solicitation Goals and Objectives | 7 |
| Goals | 7 |
| Objectives | 7 |
| Deliverables | 11 |
| Federal Award Information | 11 |
| Awards, Amounts, and Durations | 11 |
| Continuation Funding Intent | 11 |
| Availability of Funds | 11 |
| Type of Award | 11 |
| Cost Sharing or Matching Requirement | 12 |
| Eligibility Information | 12 |

| | |
|---|----|
| How To Apply | 13 |
| Application Resources..... | 13 |
| How To Apply | 13 |
| Registration | 13 |
| Submission..... | 13 |
| Submission Dates and Time | 14 |
| Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers) | 14 |
| Application and Submission Information..... | 15 |
| Content of Application Submission and Available Surveys | 15 |
| Content of the SF-424 in Grants.gov..... | 16 |
| Content of the JustGrants Application Submission..... | 16 |
| Application Review Information..... | 25 |
| Review Criteria..... | 25 |
| Review Process | 27 |
| Federal Award Administration Information..... | 27 |
| Federal Award Notices | 27 |
| Evidence-Based Programs or Practices..... | 28 |
| Information Regarding Potential Evaluation of Programs and Activities | 28 |
| Administrative, National Policy, and Other Legal Requirements | 28 |
| Civil Rights Compliance..... | 28 |
| Financial Management and System of Internal Controls | 29 |
| Information Technology Security Clauses..... | 29 |
| Information System Security and Privacy Requirements..... | 29 |
| Standards for Providing Information Technology and Publishing Support to BJS | 31 |
| General Information About Post-Federal Award Reporting Requirements | 32 |
| Federal Awarding Agency Contact(s) | 32 |
| Other Information..... | 32 |
| Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a)..... | 32 |
| Provide Feedback to OJP..... | 32 |
| Performance Measures | 33 |
| Application Checklist | 35 |
| Pre-Application..... | 35 |
| Application Step 1 | 35 |
| Application Step 2..... | 36 |

Review, Certify, and Submit Application in JustGrants..... 37
Standard Solicitation Resources 38

Synopsis

Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS), is seeking applications for funding.

OJP is committed to advancing work that promotes civil rights and equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, BJS seeks to maximize the utility of the Federal Justice Statistics Program (FJSP) by providing the data and tools needed to support evidence-based analyses for DOJ and other executive, legislative, and judicial branch agencies. This includes expanding the information available through the Federal Criminal Case Processing (FCCPS) query tool and demonstrating new ways—especially through record-linkage tools—that federal data can be analyzed to develop evidence to support policymaking.

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

Eligibility

- State governments
- Special district governments
- City or township governments
- Public- and State-controlled institutions of higher education
- County governments
- Native American tribal organizations (other than federally recognized tribal governments)
- Native American tribal governments (federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- Small businesses
- Other: Units of local government, such as towns, boroughs, parishes, villages, or other general purpose political subdivisions of a State

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

Agency Contact Information

For assistance with the requirements of this funding opportunity, contact Mark Motivans, Statistician, at 202-307-0765 or by email at AskBJS@usdoj.gov. Include “FY24CFJSP” in the subject line.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the “How To Apply” section under [Experiencing Unforeseen Technical Issues](#).

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

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

Application Submission Information

Registration

Before submitting an application, an applicant must have a registration in the [System for Award Management \(SAM.gov\)](#).

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

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the [Submission Dates and Time](#) section for the Grants.gov and JustGrants application deadlines.

Step 1: The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See the [Submission Dates and Time](#) section for application deadlines.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants application deadline. See the [Submission Dates and Time](#) section for application deadlines.

Program Description

Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS), is seeking applications for funding.

OJP is committed to advancing work that promotes civil rights and equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, BJS seeks to maximize the utility of the Federal Justice Statistics Program (FJSP) by providing the data and tools to support evidence-based analyses for DOJ and other executive, legislative, and judicial branch agencies. This includes expanding the information available through the Federal Criminal Case Processing (FCCPS) query tool and demonstrating new ways—especially through record-linkage tools—that federal data can be analyzed to develop evidence to support policymaking.

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

Statutory Authority

34 U.S.C. §10132(c)(15)

Specific Information

The Federal Justice Statistics Program (FJSP) serves as the national clearinghouse of administrative federal criminal case processing data and responds directly to the legislative authorization that BJS “collect, analyze and disseminate comprehensive Federal justice transaction statistics ... and to provide technical assistance to and work jointly with other Federal agencies to improve the availability and quality of Federal justice data.” (34 U.S.C. 10132 (c) (15)). The FJSP currently contains data files from 1994 to 2022. Tasks under this award will include receiving fiscal years (FY) 2024 to 2026 data files from six federal agencies, converting data into Standard Analysis File (SAF) format using Statistical Analysis Software (SAS) code, ensuring data quality and confidentiality standards, and updating the dyad link files to include all available data. The recipient will provide technical assistance to BJS and others who use FJSP data and will update and expand the BJS federal online query tool. The recipient will also prepare and submit public use data files and codebooks to the National Archive of Criminal Justice Data (NACJD). The successful applicant will receive all relevant data, computer code, and documentation needed to create the SAFs, dyad link files, BJS online query tool, and files to be submitted to NACJD.

Solicitation Goals and Objectives

Goals

The FJSP seeks to standardize administrative data received from six federal justice agencies to provide data on arrests, prosecutions, adjudications, sentencing, appeals, imprisonment, and immigration court proceedings. FJSP data are crucial to BJS's efforts to report statistics on the federal criminal justice system. Each participating agency's data provides a piece of the broader picture, and BJS must ensure that data are uniform, timely, accurate, accessible, and available for secondary analysis.

Objectives

For each year of the proposed Year 1, 2, and 3 funding, the awardee, with substantial involvement and direction from BJS, is expected to achieve the following seven primary objectives.

1. **Improve the accuracy, coverage, and timeliness of FJSP deliverables.** Pending approval by BJS, the grantee ¹ will develop additional SAFs over this period. The SAFs are the "building blocks" of the FJSP in that they are used for annual updates to the FCCPS web query tool, the Statistical Tables publication, and special reports. Tasks will include ensuring that data received from these agencies are interpreted correctly in the data processing stage. The grantee will provide evidence of verification that statistical programs used to process the data were run successfully on the agency data (e.g., provision of log files).
 - Tasks in Years 1, 2, and 3 will include plans to broaden the scope of data collected in the FJSP. One recognized gap in the FJSP pertains to the need to continue to improve federal pretrial detention statistics. During Year 1, BJS and the grantee will work with the U.S. Marshals Service (USMS) to receive the data necessary to describe the offense and demographic characteristics of persons in pretrial detention. Tasks include production and testing of USMS detention SAFs. Years 2 and 3 also will include tasks for improving the accuracy of the arrest SAFs produced from data received from the USMS. The effort would use USMS data and data from the Federal Bureau of Prisons (BOP) to identify which of the USMS arrest records are bookings resulting from a change in custody as opposed to new arrest activity. Year 1 funding will be needed to implement the methodological approach and, if the decision is made to augment or replace the statistics that use the new reporting methodology for federal arrests, the changes will be implemented in Years 2 and 3.
 - Another project priority is to expand the core FJSP to improve BJS's capacity to report on the federal government's response to immigration violations. Adding immigration data from other federal agencies will help to fill in the picture of federal resources expended to enforce immigration laws, as well as to improve the accuracy of data currently collected by the FJSP by providing validation of these data from independent sources. Project staff will complete project design

¹ With BJS approval, grantee will provide technical assistance to BJS. This will include technical assistance to process administrative data received from the Executive Office for Immigration Review (EOIR) which includes information on Immigration Court hearing outcomes. Data sources include Immigration Court files, documents, and decisions."

requirements including meetings with the Executive Office for Immigration Review (EOIR) Office of Policy, Analysis and Technology to improve understanding of the Case Access System for EOIR (CASE) database. This will include classifying and standardizing immigration court data, comparing it with published statistics, and investigating dissemination approaches for immigration court statistics. In Years 1, 2, and 3, the grantee will provide BJS with technical assistance for BJS staff to create 2 annual SAFs (for cases commenced and cases terminated in-house) for a total of 6 files over the 3-year period.

2. **Produce formatted and verified data for importing into the FCCPS.** The FCCPS Data Analysis Tool (DAT) provides an important way for BJS to disseminate federal statistics. Users can run their own queries and retrieve tables and figures using the tool.² The recipient will be responsible for producing formatted data files for incorporation into the BJS FCCPS web query tool. The tool allows users to query interactively federal data and download query results as a spreadsheet (available at <https://fccps.bjs.ojp.gov/>). Recipient will perform data quality checks that demonstrate accuracy of data provided for the query tool. A required task under this award will be to review and update the metadata each year to ensure the tool is accurate and complete. The recipient will also be required to augment the current query tool with new data reflecting defendants on pretrial release (from the Administrative Office of the U.S. Courts, or AOUSC) and in pretrial detention (from the USMS) as well as offenders on postconviction supervision in the community (from the AOUSC). Currently, the query tool permits querying data from 1998 to 2022 with 2023 data in development. This award will support updating the query tool with data for 2024 to 2026.
3. **Improvements to the FCCPS web query tool.** In 2023, the FCCPS query tool underwent substantial changes in design. The newly redesigned tool has been updated based on Tableau software. Tableau is the primary tool used to support the FCCPS-DAT. Tasks will include:
 - Investigating the expansion of the tool to include additional stages such as persons under pretrial detention, pretrial release and detention, and persons in appeals filed and terminated, and a module focused on administrative immigration court outcomes.
 - Improving query retrieval speeds and query tool functioning. The grantee will seek ways to improve the speed and quality control of the tool to include streamlining the architecture to incorporate SAFs directly into the BJS environment. Generating SAFs in a BJS computing environment is expected to dramatically increase tool performance.
 - Making the Tableau elements of the tool more modular, configurable, and easier to maintain; investigating special topic modules for use in the tool that focus on specific crime types; and adding mapping functionality to the tool.
4. **Maintaining and improving record linkage methods.** The dyad link files match person-case records between SAFs from the FJSP database to track defendants and cases across stages of the federal criminal case process. The grantee will update each dyad made up of two agency SAFs from adjacent stages of the federal case process

² The FCCPS query tool database resides on an OJP server within the OJP firewall. Only approved users (contractors and FTEs) have access to the database within the firewall. Contractors are onboarded on passing DOJ security clearance. Public access to the data is only through the tool interface. See: <https://fccps.bjs.ojp.gov/>.

that have been linked. Software programs will be updated using SAS statistical language. Once the link has been made, personal identifiers will be removed and replaced with a sanitized identification number, which allows users to link case records using SAFs without needing confidential identifying information. BJS seeks ways to improve link rates by using both person- and case-centric information. SAFs and dyad link files are currently available for FY 1994 to FY 2022. SAFs and dyad link files for FY 2023 are currently being processed. This award supports updating 28 SAFs and 11 dyad link files each year from FY 2024 to FY 2026.

- Year 1 to 3 tasks include an approach to include more information in an SAF by linking with information already received from the agency on offender or case. The linked variables would use agency data from earlier cohorts to augment information in a particular SAF to form within-agency links that track the case to its outcome. Using the example of persons under pretrial supervision, this approach would entail linking data from admission to supervision cohorts from the same or earlier annual files to identify and append the date of admission to the termination file along with a computed variable of time on supervision. This strategy enhances the SAFs by providing an important variable to researchers (time on supervision).
 - Maintain documentation to include a brief description of the methodology used (variable names and computation approach) that will be included in the project documentation for these files. Year 3 funds will be needed to expand this SAF-computed-variable approach to other SAFs and will broaden the scope of analyses a user can conduct without the need for dyad link files.
 - Tasks will include a comprehensive quality review of each of the 11 dyad link files, 28 sanitized SAFs, and documentation files provided annually for research and statistical purposes to the National Archive of Criminal Justice Data (NACJD).³
5. **Prepare public use data including sanitized SAFs, dyad link files, and codebook for archiving at NACJD.** The recipient will be responsible for tasks involved in preparing analytic datasets and codebooks for public use. Recipient will prepare codebooks for both SAFs and dyad link files. The task also involves removing personal identifying information or “sanitizing” the data files. The recipient will transfer the complete set of FJSP sanitized public files and codebooks to the NACJD (see <https://www.icpsr.umich.edu/web/NACJD/cms/4281>).
6. **Improvements to validation methodology for annual project deliverables.** Validation of the annual project deliverables is expected to occur in Years 1, 2, and 3. An important objective for BJS is to be able to conduct independent checks on the programming code and method used to produce the SAFs and dyad link files. This is important for BJS to have the capacity to conduct an independent verification of the grantee’s code as well as to ensure continuity of operations in the event the FJSP is awarded to another grantee in FY 2027. The grantee will provide the processing code and methodology with documentation to improve BJS’s reproducibility of the grantee’s work. A second objective for improving validation of project deliverables will include use of an automated approach for verifying annual deliverables received from a new grantee. In this approach, a statistical program compares: 1) the sanitized data files provided to NACJD, 2) the database behind the FCCPS web query tool, and 3) the SAFs used to

³ For a list and description of the sanitized SAFs and dyad link files posted to NACJD please see: <https://www.icpsr.umich.edu/web/NACJD/cms/4281>. Sanitized files exclude personally identifiable information.

create the statistical bulletin product. The program will then compare generated tables across the three products and provide a measure of the degree that products agree with reported numbers prior to release. In Years 1, 2, and 3, the grantee will also assess comparability between the statistics reported by the FJSP and statistics published by the source agency. The grantee will develop a method to ensure comparability of statistics reported by BJS and the source agency and document differences and the reasons for the differences in BJS's deliverables. For example, the Administrative Office of the U.S. Courts publishes data in an annual report titled *Judicial Business of the U.S. Courts*. BJS publishes similar tables on its FCCPS web query tool and in published reports. The grantee will develop a method for comparing the numbers proposed. The grantee will implement this method and provide an accounting of differences to BJS. These two improvements will yield a performance measure of the comparability of numbers reported between BJS and agency counts and the consistency in numbers reported across FJSP data products that use the same source of data.

7. **Improvements to project communication.** During Years 1, 2, and 3, the grantee will submit monthly progress reports describing tasks completed in the preceding month. The grantee will collaborate with BJS in facilitating meetings with agencies that contribute data to the FJSP.
- The grantee will investigate the use of webinars to communicate with BJS and federal agencies that contribute to the FJSP on topics of shared interest. An important objective under this award is to utilize agency data contacts to seek their input in how their data are processed by the FJSP and shared efforts to improve transaction statistics through data linking. This will include ways BJS can improve project documentation, communicate with agencies about how their data are processed and disseminated by the FJSP, and collaboration among agencies.
 - During Years 1, 2, and 3, BJS and the grantee will convene meetings with the contributing agencies with the aim of discussing changes to federal justice data received by BJS and ways to improve data coverage and methodology for the purpose of statistical reporting. The grantee will keep BJS apprised of the project through monthly progress reports, quarterly financial reports, and semi-annual progress reports.
 - The grantee will meet with BJS monthly and be available to respond to inquiries from BJS regarding the project and provide technical assistance to BJS, federal agencies, and the public on the use of the FJSP data as requested.

BJS expects that during the project period, needs will evolve and the content of specific tasks in the areas outlined by the objectives may be modified. The successful applicant must be responsive to changing priorities and able to adapt quickly to substantive shifts in tasks. The grantee, within the first 3 months of the project period, will be provided with a complete archive of the raw and customized data files prepared over the history of the FJSP and all documentation (including software code) that has been produced by this project. In preparing proposals for this solicitation, applicants are strongly encouraged to review datasets, statistical reports available on the BJS website, the BJS FCCPS query tool, and the NACJD at the University of Michigan website. Documentation on the dyad link file methodology is also available. The 2024 FJSP will build directly on and improve this past work. Applicants should carefully review agency data elements necessary to describe the process from criminal arrest to imprisonment. Applicants are encouraged to contact BJS with any questions as they prepare their applications. BJS will share with the successful applicant existing data processing programs, including information on record linkage, data transformation, and cleaning processes.

It is expected that the successful applicant will build on these existing programs and modify them or create new programs, as needed, to improve the FJSP during the performance period.

Deliverables

BJJ is expected to produce the following deliverables as part of this award: An annual statistical bulletin, an update of the Federal Criminal Case Processing Statistics (FCCPS) data tool, and special topic statistical reports each available to the public from the BJJ web site. For prior year reports, please Federal Justice Statistics Program (FJSP). FJSP data and documentation (e.g., codebooks, data definition statements, user guide, and data processing notes) for archiving at the National Archive of Criminal Justice Data (NACJD).

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the How to Apply section on the [Application Goals, Objectives, Deliverables, and Timeline Web-Based Form](#).

Federal Award Information

Awards, Amounts, and Durations

Anticipated Number of Awards: 1

Anticipated Maximum Dollar Amount per Award: Up to \$3,600,000

Period of Performance Start Date: 10/1/2024

Period of Performance Duration (Months): 36

Anticipated Total Amount To Be Awarded Under This Solicitation: \$3,600,000

Additional Information: While the maximum allowable funding amount is \$3.6 million, OJP encourages applicants, including those that are new or that have never received a federal award, to submit a proposed budget that best supports their project objectives and organizational capabilities, even if the proposed budget is at a lower amount than the maximum allowable funding level.

Continuation Funding Intent

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

Availability of Funds

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

Type of Award

OJP expects to make an award under this funding opportunity as a cooperative agreement, which provides for OJP to have substantial involvement in carrying out award activities. See the "[Administrative, National Policy, and Other Legal Requirements](#)" section of the [Application Resource Guide](#) for additional information.

Cost Sharing or Matching Requirement

This funding opportunity does not require a match.

Eligibility Information

For eligibility information, see the [Synopsis](#) section.

For the purposes of this notice of funding opportunity, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

For the purposes of this notice of funding opportunity, other units of local government include towns, boroughs, parishes, villages, or other general purpose political subdivisions of a State.

How To Apply

Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov [“How to Apply for Grants”](#)
2. OJP [“How To Apply”](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

How To Apply

Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

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

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

Step 1: After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

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

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

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

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by 5:00 p.m. ET on July 1, 2024.

The **full application** must be submitted in JustGrants by 5:00 p.m. ET on July 8, 2024. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)

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

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

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

- SAM.gov: contact the [SAM.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 p.m. ET at 866-606-8220.

- Grants.gov: contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants: contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact 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 within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must—

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

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

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

Application and Submission Information

Content of Application Submission and Available Surveys

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

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)

If OJP determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

Content of the SF-424 in Grants.gov

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

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

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

Content of the JustGrants Application Submission

Entity and User Verification (First Time Applicant)

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

Standard Applicant Information

The “Standard Applicant Information” section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

Proposal Abstract

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

Data Requested With Application

The following application elements should be submitted in the web-based forms in JustGrants.

[Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the questionnaire.

[Brief Applicant Entity Questionnaire](#)

The Office of Justice Programs (OJP) is collecting the following information to help assess its efforts to attract a broader range of applicants. These questions apply to the applicant entity and its work and scope only, and not to the specific project(s) being proposed within the application. Responses to the questions will not be considered in the application review process. The questions included in the questionnaire are available in the [Standard Forms & Instructions: Brief Applicant Entity Questionnaire](#).

[Proposal Narrative](#)

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; and should not exceed 30 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, OJP may consider such noncompliance in peer review and in final award decisions. Tables, charts, and graphs included in the program narrative can be created in a legible font smaller than 12-point, and those items will not count toward the page limit.

The Proposal Narrative must include the following sections:

- a. Statement of the Problem
 - Purpose, goals, and objectives
 - Review of relevant literature. This section does not need to include a history of the FJSP, unless relevant to the overall literature review.
- b. Project Design and Implementation
 - Detailed description of research design and methods, including innovative approaches to address all deliverables outlined in the statement of work.
- c. Capabilities and Competencies
 - Management plan and organization.
- d. Plan for Collecting the Data Required for This Solicitation's Performance Measures
 - The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award's reporting requirements.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the solicitation goals and objectives identified in the "[Goals and Objectives](#)" section. Applicants can visit [OJP's performance measurement page](#) at www.ojp.gov/performance for more information on performance measurement activities.

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.

Note on Project Evaluations

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

Application Goals, Objectives, Deliverables, and Timeline Web-Based Form

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

- **Goals:** The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project's desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

Applicant's responses in this section should specifically relate to the solicitation's program description.

Deliverables Expected by Successful Applicants

Each of these products are produced following a schedule of deliverables. BJS will work with the grantee to ensure the timely delivery and accuracy of these products.

- **Kickoff meeting/project plan (include task lists, timelines, and staff lists):** Attend a kickoff meeting and develop a final timeline and task plan (due within 1 month of award). BJS will host a kickoff meeting in Washington, D.C., within the first month of the award. Depending on award timing, the meeting may occur in a virtual environment. The meeting allows project staff to meet face-to-face, discuss and review all phases of the work, and finalize a comprehensive timeline identifying the start and delivery dates of all deliverables. The recipient of funds will deliver the final timeline and task plan within 2 weeks of the kickoff meeting. This revised timeline, identifying the start and delivery

dates as the starting point for the cooperative agreement, may change over the life of the project.

- **Meet BJS data security requirements:**
 - The award recipient must securely and confidentially manage data in accordance with 28 C.F.R. Part 22. The recipient is required to develop and maintain a data management plan (DMP), which provides general program information and describes the specific procedures by which the data collected under BJS's authority for the project will be acquired, received, handled, processed, stored, transferred, and disposed of after the project period. The award recipient will develop the DMP in collaboration with the BJS Program Manager (PM) and must submit it to BJS for review and approval no later than 60 days after the award start date. Additionally, the award recipient must maintain an updated version of its DMP throughout the project period and must obtain BJS approval prior to making changes to the approved plan. A model DMP is available on the BJS website at [Human Subjects Protection, Confidentiality, and Data Management Plan Requirements | Bureau of Justice Statistics](#).
- **Update FJSP database by applying algorithms to:**
 - Create annual set of 28 SAFs (final versions due by July of each year in award period). **Table 1** provides a list of SAF deliverables for this period.
 - Update annual set of 11 dyad link files (final versions due by August of each year in award period). Deliverables include 11 dyad link files (**Table 2**). Recipient will provide expertise in improving record link rates between agencies.
 - Update codebooks, apply data consistency checks, and document steps taken to ensure quality control. Update individual SAF and dyad link file codebooks and quality control reports; ensure the FJSP Policy and Procedures Manual is accurate and current (final versions due by August of each year in award period).

| Table 1. 28 Standard Analysis Files (SAFs) in the FJSP by Stage of Process and Data Source | | |
|---|--|--|
| Stage of federal process | Data source | SAFs by cohort |
| Arrest and booking warrants initiated and cleared pretrial detention Arrests by the DEA | U.S. Marshals Service CAPTURE System Drug Enforcement Administration Defendant Statistical System (DSS) | 1. Persons arrested and booked 2. Warrants initiated* 3. Warrants cleared* 4. Persons admitted to pretrial detention* 5. Persons released from pretrial detention* 6. Persons in pretrial detention* 7. Persons arrested by the DEA* |
| Investigation and prosecution | Executive Office for U.S. Attorneys National Legal Information Office Network System (LIONS) | 8. Persons in matters investigated 9. Persons in matters concluded 10. Persons in cases filed |

| | | |
|---|---|---|
| | | 11. Persons in cases terminated 12. Charges for persons in cases filed 13. Charges for persons in cases terminated |
| Pretrial release | Administrative Office of the U.S. Courts (AOUSC): U.S. Probation and Pretrial Services Office Probation and Pretrial Services Automated Case Tracking System (PACTS) | 14. Persons interviewed, investigated, or otherwise entering pretrial services* 15. Persons terminating pretrial services* 16. Persons under active pretrial supervision* |
| Cases filed and terminated in U.S. district court; cases pending at fiscal yearend | AOUSC: Judiciary Data and Analysis Office Case Management/Electronic Case Files (CM/ECF) | 17. Persons in cases filed 18. Persons in cases terminated 19. Persons in cases pending |
| Persons sentenced pursuant to the Sentencing Reform Act of 1984 | United States Sentencing Commission Monitoring Data Base | 20. Defendants sentenced |
| Criminal appeals filed and terminated | AOUSC: Federal Judicial Center Integrated Database (IDB) | 21. Persons in criminal appeals filed 22. Persons in criminal appeals terminated |
| Persons entering and exiting probation, parole, and supervised release and persons on supervision at fiscal yearend | AOUSC: U.S. Probation and Pretrial Services Office Probation and Pretrial Services Automated Case Tracking System (PACTS) | 23. Persons entering active supervision in the community* 24. Persons terminating active supervision* 25. Persons under active supervision* |
| Persons entering and exiting prison and in prison at fiscal yearend | Federal Bureau of Prisons SENTRY System | 26. Persons admitted to federal prison 27. Persons released from federal prison 28. Persons in federal prison |
| * Indicates SAFs that are not made publicly available at the National Archive of Criminal Justice Data at the request of the source agency. | | |

| Table 2. 11 Dyad Link Files in the FJSP by Cohorts Linked |
|---|
| Intra-Agency Dyad Links: Link persons within an agency’s data from when the record is open to when it is closed |
| 1. USMS Persons Admitted to Pretrial Detention and Persons Released from Pretrial Detention |
| 2. EOUSA Persons in Matters Received and Persons in Matters Concluded |
| 3. EOUSA Persons in Matters Concluded and Persons in Cases Disposed |
| 4. EOUSA Persons in Matters Concluded and Persons in Cases Filed |
| 5. EOUSA Persons in Cases Filed and Persons in Cases Disposed |
| 6. AOUSC Persons in Cases Filed and Persons in Cases Disposed |
| Inter-Agency Dyad Links: Link persons across the data from two distinct agencies |
| 7. EOUSA Persons in Matters Concluded and USMS Persons Arrested and Booked |
| 8. EOUSA Persons in Cases Filed and AOUSC Persons in Cases Filed |
| 9. EOUSA Persons in Cases Disposed and AOUSC Persons in Cases Disposed |
| 10. AOUSC Persons in Cases Disposed and USSC Persons Sentenced |
| 11. BOP Persons Admitted to Federal Prison and USSC Persons Sentenced |
| Note: EOUSA = Executive Office for U.S. Attorneys, AOUSC = Administrative Office of the U.S. Courts, USMS = U.S. Marshals Service, USSC = United States Sentencing Commission, BOP = Bureau of Prisons. |

- **Update BJS Federal Criminal Case Processing Statistics (FCCPS) web query tool:** (final versions due by August of each year in award period). The recipient will be responsible for producing formatted data files for incorporation into the BJS FCCPS web query tool. The tool allows users to query federal data interactively and download query results as a spreadsheet (available at <https://fccps.bjs.ojp.gov/>)
- Recipient will perform data quality checks that demonstrate accuracy of data provided for query tool. A required task under this award will be to review and update the metadata each year to ensure the Electronic Data Dictionary component of the tool is accurate and complete. The recipient also will be required to augment the current query tool with new data reflecting defendants on pretrial release (from the Administrative Office of the U.S. Courts, or AOUSC) and in pretrial detention (from the USMS) as well as offenders on postconviction supervision in the community (from the AOUSC). Currently, the query tool permits querying data from 1998 to 2022 with 2023 data in development. It is anticipated that updating the query tool with data for 2024 to 2026 will be supported under this award.
- **Prepare Public-Use Data Files (final versions due by December of each year in award period):** The recipient will be responsible for tasks involved in preparing analytic datasets and codebooks for public use. The recipient will prepare codebooks for both SAFs and dyad link files. The task also involves removing personal identifying information or “sanitizing” the data files. The recipient will transfer the complete set of FJSP sanitized public files and codebooks to the NACJD (see <https://www.icpsr.umich.edu/web/NACJD/cms/4281>).

- **Provide technical assistance:** The recipient will provide technical assistance at the request of BJS. Timelines will be established with BJS at the time of the request.
- **Co-author a special report:** The recipient will co-author a special report with BJS approval, on the federal data. This report should examine an issue not previously addressed by BJS or one that has not been published in many years. The award recipient should propose up to three ideas, and BJS and the recipient will decide jointly how to proceed.
- **Additional Guidance:** Applicants should consider the following:
 - The award recipient should expect to have routine contact with the data contacts from federal justice agencies participating in the FJSP.
 - The project staff should demonstrate an understanding of collecting and linking administrative data.

The list of deliverables includes:

- 28 annual Standard Analysis Files (SAFs) for each year (2024, 2025, and 2026) for a total of 84 SAFs over the course of the project.
- 11 Dyad Link Files (DLFs) for each year (2024, 2025, and 2026) for a total of 33 DLFs over the course of the project.
- Annual update of FCCPS DAT for each project year (2024, 2025, and 2026)
- Annual provision of sanitized SAFs to the National Archive of Criminal Justice Data (NACJD) for each project year (2024, 2025, and 2026)
- Provision of updated SAS programming code and project documentation for each project year (2024, 2025, and 2026)
- Learning Guide to provide step-by-step instructions about using SAFs and dyad link files.
- Three new BJS report ideas and required data analyses and analytical support (provided with BJS approval).
- Monthly Progress Reports, Quarterly Financial Reports, and Semi-Annual Reports throughout the project period.

Program objectives and deliverables should be included in one timeline.

Budget and Associated Documentation

Funding Restrictions

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

Budget Detail and Narrative Web-Based Form

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

For additional information about how to prepare a budget for federal funding, see the [“Application Resource Guide”](#) section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

[Costs Associated With Language Assistance \(if applicable\)](#)

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

[Budget/Financial Attachments](#)

[Pre-Agreement \(Pre-Award\) Costs \(if applicable\)](#)

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

[Indirect Cost Rate Agreement \(if applicable\)](#)

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III – VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

[Consultant Rate \(if applicable\)](#)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

[Limitation on Use of Award Funds for Employee Compensation for Awards Over \\$250,000; Waiver \(if applicable\)](#)

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

Disclosure of Process Related to Executive Compensation (if applicable)

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the “Application Attachments” section of the [Application Resource Guide](#) for information.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

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

Memoranda of Understanding (MOUs) and Other Supportive Documents

Applicants should include for each named partner, a signed Memorandum of Understanding (MOU), letter of intent, or subcontract that confirms the partner’s agreement to support the project through commitments of staff time, space, services, or other project needs. For applications submitted from two or more entities, applicants are encouraged to develop and submit signed MOUs or signed letters of intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or letter of intent should include the following: (1) names of the organizations involved in the agreement; (2) what service(s) and other work will be performed under the agreement by what organization; (3) duration of the agreement.

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

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 DOJ regulations at 28 CFR Part 46. DOJ is not a signatory on the Revised Common Rule (45 CFR Part 46). BJS-funded projects must be reviewed in accordance with 28 CFR Part 46 requirements. Applicants should complete the Human Subjects Protection Certification of Compliance form, available at [Human Subjects Protection, Confidentiality, and Data Management Plan Requirements | Bureau of Justice Statistics](#). Applicants should attach the completed certification form in JustGrants.

Privacy Certificate

The Privacy Certificate is a funding recipient’s certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person that is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient’s Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable information. Applicants must specify in the Privacy Certificate the specific controls used to safeguard directly identifiable information against unauthorized disclosure. **All** project staff, including information technology personnel, subcontractors, and/or consultants, with access to identifiable data collected in conjunction with BJS-funded activities are required to sign a Privacy Certificate to affirm their understanding of, and agreement to comply with, the terms of access and privacy requirements. Award recipients are responsible for maintaining an updated list of individuals with access to identifiable information and for ensuring that new staff who gain access to such information during the

project period sign a Privacy Certificate. Additional information about BJS's privacy certification requirements, including a model Privacy Certificate, is available at [Human Subjects Protection, Confidentiality, and Data Management Plan Requirements | Bureau of Justice Statistics](#). Applicants should attach the completed Privacy Certificate in JustGrants.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

Applicant Disclosure of Duplication in Cost Items

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

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

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

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

Applicant Disclosure and Justification – DOJ High-Risk Grantees

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

Application Review Information

Review Criteria

Basic Minimum Review Criteria

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

- The application must be submitted by an eligible type of applicant.
- The application must request funding within any stated programmatic funding limits or boundaries.
- The application must be responsive to the scope of the solicitation.

- The application must include all items necessary to meet the basic minimum requirements.

Merit Review Criteria

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

- **Statement of the Problem/Description of the Issue (20%):** evaluate the applicant's understanding of the program/issue to be addressed.
 - Applicants should demonstrate their knowledge of BJS and the FJSP, its mission, and its statistical coverage of the federal criminal justice system. They should also describe the challenges of linking those data across different criminal justice agencies. Applicants should describe their understanding of the FJSP collections, their purpose and goals, and demonstrate familiarity with products developed using these data.
- **Project Design and Implementation (25%):** evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
 - The project design, particularly the approach used to create SAFs and link records, is critical to the FJSP. Applicants should describe how they will achieve objectives to produce these key deliverables in an accurate, transparent, and timely manner. Applicants should describe how they will manage resources in a cost-effective manner and how they will adaptively manage project timelines to meet BJS's priorities.
- **Capabilities and Competencies (40%):** evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
 - The FJSP requires a team of persons with substantial knowledge of federal criminal justice records (arrest, prosecution, pretrial, sentencing, appeals, and corrections). The team also should include persons knowledgeable about the participating agencies contributing data and their records management systems. Applicants should describe their capacity to provide the substantive, analytic, and methodological research services necessary to meet the objectives of the FJSP. This may include past data collection and management efforts, designing and implementing data visualizations, data security, and communication with agency experts. Applicants should demonstrate knowledge of statistical programs written in SAS and Stata. Knowledge of geographical information system software (e.g., ArcView) is preferred. In addition, working knowledge of Tableau, Python, SQL, and Oracle is required. Applicants must show that they can provide technical skills related to record linkage to include capability to improve tracking of cases across the federal criminal case process.
- **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.
 - The applicant also should provide an explanation of how it will meet performance measures listed in the performance measure table at the end of the solicitation. In particular, the applicant should outline its data security

checks, its methods for transferring data securely, and how financial and progress reports will be compiled and submitted.

- Budget (10%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).
 - The budget must be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize the cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.

Other Review Criteria/Factors

Other important considerations for OJP include geographic diversity, strategic priorities, available funding, past performance, and the extent to which the Budget web-based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the [Uniform Requirements 2 C.F.R. Part 200, Subpart E](#).

Risk Criteria/Factors

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

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM.gov.

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above. Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the BJS Acting 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 30. See the [Application Resource Guide](#) for information on award notifications and instructions.

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

Administrative, National Policy, and Other Legal Requirements

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

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards”](#) under the “Civil Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient’s program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to the. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf

or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <https://www.ADA.gov> or contact OJP.

Financial Management and System of Internal Controls

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

Information Technology Security Clauses

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

Information System Security and Privacy Requirements

Award recipients and subrecipients that serve as BJS data collection agents to collect, receive, process, analyze, store, transfer, or disseminate information under BJS's authority in conjunction with the funded activities must maintain the appropriate administrative, physical, and technical safeguards to ensure that the appropriate data management processes are followed. Award recipients must operate information systems that are adequately secured and protected against unauthorized disclosure, in accordance with applicable federal laws, regulations, and other authorities.

BJS requires special data-handling controls and procedures to protect confidential BJS data, which includes information identifiable to a private person (as defined in 28 C.F.R. Part 22.2), direct PII, (e.g., names, Social Security numbers, last-known addresses, or FBI, state, or department of corrections (DOC) ID numbers), and other non-public data.

Specifically, BJS award recipients and subrecipients are required to, as applicable—

- Comply with the data security and confidentiality provisions detailed in 28 C.F.R. Part 22.
- Adhere to National Institute of Standards and Technology ([NIST](#)) guidelines and Office of Management and Budget guidance to categorize the sensitivity of all data collected or maintained on behalf of BJS.
- Once the system has been categorized, secure data in accordance with the most updated Risk Management Framework specified by NIST guidelines.
- Employ adequate controls to ensure data are not comingled with any other data set or product without the express written consent of BJS.
- Reduce the volume of PII collected, used, or retained to the minimum necessary.
- Restrict access to identifiable data to individuals who must have such access.
- Restrict use of identifiable data to approved purposes.
- Follow BJS's established security incident notification procedures, including notifying BJS and the appropriate DOJ officials, within 1 hour of discovery, of all security incidents involving PII or other sensitive information collected or maintained in conjunction with BJS-funded activities.

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

Further, award recipients that receive funding for projects that involve collecting, receiving, acquiring, using, storing, or transferring data under BJS's authority are required to develop and maintain a BJS-approved DMP that describes how the data collected under BJS's authority for the program will be collected or acquired, received, handled, processed, stored, transferred, and disposed. A model DMP template is available on the BJS website at [Human Subjects Protection, Confidentiality, and Data Management Plan Requirements | Bureau of Justice Statistics](#).

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

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

Standards for Providing Information Technology and Publishing Support to BJS

The following sections describe BJS standards grantees and contractors must 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 will 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, a personal identity verification 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, grantees and contractors will need to fill out a personnel onboarding form soon after award that will be forwarded onward by BJS contracting officer representatives 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 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/>.

General Information About Post-Federal Award Reporting Requirements

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

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

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

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation Synopsis.

Other Information

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

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

Provide Feedback to OJP

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

Performance Measures

| Objective | Performance Measure(s) | Data Recipient Provides |
|---|--|---|
| <p>Develop and implement a comprehensive strategy for the effective administering of the FJSP, 2024-2026.</p> | <p>Number of deliverables completed on time, as determined by BJS.</p> <p>Number of deliverables that meet expectations, as defined by BJS.</p> | <p>Deliverables include but are not limited to:</p> <p>Project timeline and tasks</p> <p>Validation methodology tasks completed to include evaluation of data received and missing information retrieved from agency</p> <p>Data collection</p> <p>Data documentation</p> <p>Data file processing</p> <p>A special report on federal data co-authored with BJS.</p> |
| <p>Effective strategies implemented that ensure proficient project management and communication with the BJS project manager throughout the duration of the project period.</p> | <p>Effective management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits. Percent of project milestones and deadlines achieved.</p> <p>Percent of deliverables completed within budget.</p> <p>Percent of agencies with face-to-face meetings at least once each project year.</p> | <p>Quarterly and semiannual progress reports.</p> <p>Monthly phone meetings with BJS staff to inform of progress.</p> <p>Update FJSP Policy and Procedures Manual as changes occur.</p> <p>Face-to-face meetings with agency staff (at least once each project year).</p> <p>Biweekly phone meetings</p> |

| | | |
|---|--|---|
| <p>A modernized Federal Criminal Case Processing Statistics query tool with advanced elements that improve performance, 2024-2026.</p> | <p>Delivery of the data collection website that adheres to the specifications and functions defined by BJS</p> | <p>Date website submitted for grantor agency testing</p> <p>Date website launched</p> <p>Summary of the functions and capabilities of the website</p> <p>Protocol for website testing</p> <p>Data quality checks</p> |
| <p>The delivery of sanitized Standard Analysis Files (SAFs) and updated dyad link files of high quality that produce codebooks for the National Archive of Criminal Justice Data (NACJD) throughout the duration of the project period.</p> | <p>Percent of SAFs that are completed in a comprehensive, timely, and accurate manner.</p> <p>Maintain 5% error rate or less (error rate = total errors in all outputs of table deliverables/total number of outputs produced in a table deliverable).</p> <p>Percent of dyad link files that are completed in a comprehensive, timely, and accurate manner.</p> | <p>Raw agency data files.</p> <p>SAFs, including sanitized files, formatted for archiving at NACJD.</p> <p>Statistical code (SAS and Stata) of programs used to generate all SAFs.</p> <p>Documentation confirming verification of tables and footnotes.</p> <p>Provide data and documentation, including statistical code and codebook, to BJS. Prepare and submit dyad link files to NACJD.</p> |

Application Checklist

BJS FY 24 Continuation of the Federal Justice Statistics Program

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

Pre-Application

Before Registering in Grants.gov

- Confirm your entity's registration in the [System Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#)).

Register in Grants.gov

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

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#)).
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#)).
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#)).
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8> (see [Application Resource Guide](#)).

Review the Overview of Post-Award Legal Requirements

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$3,600,000

Review Eligibility Requirement

- Review the "Eligibility" section in the Synopsis and "Eligibility Information" section in the solicitation.

Application Step 1

After registering with SAM.gov, submit the SF-424 and SF-LLL in Grants.gov.

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**

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

- A submission receipt.
- A validation receipt.
- A grantor agency retrieval receipt.
- An agency tracking number assignment.

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

- Contact AskBJS@usdoj.gov or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see “[Application Resource Guide](#)” section on [Experiencing Unforeseen Technical Issues](#)).

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

- Proceed to Application Step 2 and complete application in JustGrants.

Application Step 2

Submit the following information in JustGrants:

Application Components

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract*
- Proposal Narrative*
- Application Goals, Objectives, Deliverables, and Timeline web-based form

Budget and Associated Documentation

- Budget Detail Narrative and web-based form*
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (see [Application Resource Guide](#))

Additional Application Components

- Research and Evaluation Independence and Integrity (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- Memorandum of Understanding
- Human Subjects Protection
- Privacy Certificate
- Resumes of key personnel

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [Application Resource Guide](#))

- DOJ Certified Standard Assurances (see [Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (see [Application Resource Guide](#))

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

Review, Certify, and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

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

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

Standard Solicitation Resources

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

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

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

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

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.