

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



FY 2023 Census of Publicly Funded Forensic Crime Laboratories

Assistance Listing Number # 16.734

Grants.gov Opportunity Number: O-BJS-2023-171668

Solicitation Release Date: March 22, 2023

Step 1: Application Grants.gov Deadline: May 24, 2023, 8:59 PM ET

Step 2: Application JustGrants Deadline: May 31, 2023, 8:59 PM ET

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) seeks applications for funding to administer the Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). This program furthers the DOJ's mission by providing insight into U.S. crime laboratories to identify their resources, needs, trends, and challenges. Crime laboratories serve a critical role in the criminal justice system by collecting and analyzing evidence in criminal cases and providing expert testimony in court.

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

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

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

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

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

BJS may elect to fund applications submitted under this FY 2023 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Contact Information

For assistance with the requirements of this solicitation, contact Connor Brooks, BJS Statistician, at 202-307-0765 or by email at AskBJS@usdoj.gov with “FY23CPFFCL” in the subject line.

Submission Information

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

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

Step 1: The applicant must submit by the Grants.gov deadline the required **Application for Federal Assistance standard form (SF-424)** and a **Disclosure of Lobbying Activities (SF-LLL)** form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and a SF-LLL in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov Customer Support, or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

Step 2: The applicant must submit the **full application**, including attachments, in

JustGrants at JustGrants.usdoj.gov by the JustGrants application deadline.

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

OJP encourages applicants to review the “[How To Apply](#)” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

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Program Description

Overview

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

With this solicitation, BJS seeks applications for the administration of the 2024 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). The goal of the 36-month project is to obtain updated information about the workload, resources, policies, and procedures of all publicly funded forensic crime laboratories operating in the United States. The award recipient will be responsible for (1) developing and testing a reliable, multimode data collection, (2) updating and maintaining a directory of all publicly funded crime laboratories in the country, (3) fielding the CPFFCL with a 2024 reference year, making reasonable efforts to maximize response rates, and (4) providing interim and final datasets that are clean and accurate.

Statutory Authority

34 U.S.C. § 10132

Specific Information

Crime laboratories are a critical component of the criminal justice system. Evidence analyzed by laboratories is used in the investigation of crimes and contributes to both establishing the guilt of persons who have committed crimes and the exoneration of persons who are innocent. In 1998 and 2001, BJS conducted the National Survey of DNA Laboratories. BJS expanded the data collection to include other forensic science disciplines and all publicly funded forensic laboratories, administering the first CPFFCL in 2002. Since then, BJS has administered the data collection periodically. This will be the sixth CPFFCL in the series. Information about prior collections can be found at <https://bjs.ojp.gov/data-collection/census-publicly-funded-forensic-crime-laboratories>.

The purpose of the CPFFCL is to provide national-level statistics on publicly funded forensic crime laboratories covering workload, staffing, resources, policies, and procedures. Historically, the CPFFCL has been administered to all publicly funded forensic crime laboratories that meet two criteria:

1. Being either solely funded by a government or whose parent organization is a government agency.
2. Employing at least one full-time scientist who possesses a minimum of a bachelor's degree in a natural science (e.g., chemistry, physics, or biology), analyzes physical evidence in criminal matters, and provides reports and testimony to courts on such matters.

Goals, Objectives, and Deliverables

Goals

The CPPFCL is a 36-month-long program to administer a data collection to provide timely, accurate, and nationally representative statistics about the number of crime laboratories and their staffing, budget, workload, resources, policies, and procedures for the 2024 reference year.

Objectives

An applicant should address all the objectives listed below in the Goals, Objectives, Deliverables and Timeline web-based form.

To achieve the goal of successfully administering the CPPFCL, the recipient of funds will work closely with BJS on the following main objectives:

1. Develop a current, reliable, multimode survey that minimizes respondent burden and obtains the desired data points from respondents.
2. Update and maintain a directory of all publicly funded forensic crime laboratories to ensure complete enumeration of all eligible laboratories.
3. Field the CPPFCL for the 2024 reference year, taking reasonable measures to maximize response rates.
4. Support BJS efforts to report timely, accurate statistics by providing interim datasets and a final dataset that are clean and accurate and can be used to obtain nationally representative statistics.

Deliverables

Consistent with the use of a cooperative agreement, BJS will be substantially involved in the project. This includes direct oversight and involvement in implementing the CPPFCL, but does not involve day-to-day program management. The tasks and deliverables included below describe the scope of work necessary for the successful applicant to prepare, design, and carry out the CPPFCL.

Applicants should briefly describe how they would accomplish each deliverable in the time frame specified. This should include a description of the specific strategies, approaches, and staffing the applicant would use to produce each deliverable, a description of the capabilities and expertise that enable the applicant to successfully achieve objectives and deliverables, and cost estimates for performing the work. The application should describe the applicant's knowledge of the challenges and complexities associated with developing and testing a national administrative data collection; developing a comprehensive frame of publicly funded forensic crime laboratories; developing and fielding a national data collection; achieving high response rates that minimize bias in national estimates; and collecting, cleaning, and analyzing data to provide national- and state-level estimates.

Task 1. Project management. The award recipient will be responsible for establishing and maintaining the project schedule and budget and for keeping BJS informed of progress, setbacks, and changes to the schedule, along with other administrative duties.

- A. **Project schedule.** Within 3 weeks of the award start date, the award recipient will meet with BJS to discuss the proposed project, tasks, and schedule. The award recipient will develop and propose for BJS approval a detailed timetable outlining the dates for completing each task, deliverable, and status report.
- B. **Communications.** The award recipient will be responsible for maintaining communications with BJS. This includes meetings and progress reports.
 - i. **Meetings.** The award recipient should prepare meeting agendas and meeting minutes to document any decisions and assigned action items resulting from the following meetings:
 - a. A kickoff meeting in-person, as events allow, at BJS to discuss plans and schedule activities for the project period.
 - b. Biweekly check-in meetings during the data collection period and until the final dataset is delivered.
 - c. Ad-hoc meetings as necessary.
 - d. A wrap-up meeting at the end of the project period to present findings and recommendations to BJS.
 - ii. **Progress reports.** The award recipient will provide the following progress reports:
 - a. Monthly progress reports to the BJS program manager detailing project status, expenditures, response rates, collection issues, and any items of importance to the projects, due 15 days after the end of each month or at a time mutually determined between BJS and the award recipient.
 - b. Weekly progress reports to the BJS program manager during the data collection, with response rates, nonresponse follow-up, data quality follow-up, and other related metrics.
 - c. Quarterly financial reports uploaded to JustGrants.
 - d. Semi-annual reports on status of the award, deliverables, and expenditures uploaded to JustGrants.
- C. **Decision memos.** The award recipient will provide decision memos to BJS regarding major decisions in awards (such as when a questionnaire is deemed final) or when changes to planned work are required.
- D. **Data management plan.** The recipient of funds is required to develop and maintain a BJS-approved data management plan (DMP). The DMP should provide general program information and describe the specific procedures by which data collected under BJS's authority for the program will be collected or acquired, received, handled, processed, stored, transferred, and disposed during the award period. For programs including information identifiable to a private person or personally identifiable information (PII), the DMP should complement the information provided in the Privacy Certificate (28 C.F.R. § 22.23) to describe data security and confidentiality controls. The recipient of funds will complete the DMP in collaboration with the BJS Program Manager and must submit it to BJS for

review and approval no later than 60 days after the award start date. The award recipient must maintain an updated version of its DMP throughout the program period and receive written BJS approval before changing the approved plan. The award recipient must submit, as applicable, an updated copy of the DMP for review with its semi-annual performance reports and at any time upon BJS's request. A model DMP is available on the BJS website at [Human Subjects Protection, Confidentiality, and Data Management Plan Requirements | Bureau of Justice Statistics \(bjs.ojp.gov\)](https://www.bjs.ojp.gov/human-subjects-protection-confidentiality-and-data-management-plan-requirements).

Required deliverables under Task 1: (1) A written project schedule for the entire program (all tasks), with the design and program tasks fully specified, (2) meeting agendas and minutes to document decisions and action items (biweekly during active data collection), (3) monthly progress reports, (4) weekly progress reports during active data collection, (5) quarterly financial reports as required by OJP, (6) semi-annual reports as required by OJP, (7) decision memos for major project milestones, deliverables, and changes, and (8) a DMP due within 60 days of the award start date.

Task 2. Instrument development and stakeholder engagement. The award recipient will develop a multimode census form, which should include testing and feedback from stakeholders and practitioners.

- A. **Data quality assessment.** The award recipient will review the 2020 CPFFCL form and data to assess how the questionnaire performed, including item and unit nonresponse.
- B. **Stakeholder engagement.** The award recipient will identify and engage with stakeholders, practitioners, and other subject matter experts (SMEs) to review the questionnaire and gather suggestions for changes. This input should help inform whether the topics covered on the form are relevant and if the questions are appropriate and answerable. It should also help the award recipient and BJS come up with ways to increase participation by potential respondents in the data collection. The award recipient and BJS will assess and incorporate findings from this engagement to develop an up-to-date, relevant, and easy-to-answer questionnaire. After a questionnaire is drafted, the award recipient will cognitively test the instrument with additional SMEs to assess performance. The award recipient will summarize the results from the cognitive testing in a report submitted to BJS. Applicants should discuss how they plan to engage stakeholders, both to develop an updated census form and to test it. If needed, the award recipient will provide BJS with draft materials needed for Office of Management and Budget (OMB) generic clearance.
- C. **Final census form.** Following any testing and gathering of feedback, the award recipient will work with BJS to construct a multimode questionnaire. This web form should do the following:
 - Have a user-friendly interface that minimizes respondent burden with less

than a 2-second response time and that supports the expected load of concurrent users.

- Work across different browsers.
- Provide clear instructions.
- Allow respondents to download a printable copy of the form to be completed by hand and returned via mail.
- Ensure privacy of questionnaires and provide respondents with secure and private sign-in.
- Allow respondents to easily save progress and return to where they left off on subsequent visits.
- Support roles for administrators, staff, testers (including BJS staff), and respondents.
- Provide respondents with a summary of answers for verification before final submission.
- Provide respondents a filled form for their records.
- Be able to handle validation and cross-check logic.

The award recipient will provide user-testing documentation and specifications (including validation logic of questions) for the web forms prior to fielding the census, so BJS can fully test and provide feedback on the forms.

Required deliverables under Task 2: (1) A data quality assessment of the 2020 CPFFCL, (2) plans for SME engagement, (3) a report detailing findings from SME engagement and recommendations for edits to questionnaire, (4) plans for testing a draft questionnaire, (5) a report detailing results from testing of the questionnaire and suggestions for additional edits, (6) draft materials for OMB clearance if required for testing, (7) iterative drafts of census forms, and (8) a final version of the census form, including web specifications and logic.

Task 3. Frame development. The award recipient will update and maintain a complete directory of all publicly funded forensic crime laboratories.

The award recipient will review and update the 2020 CPFFCL directory to include all eligible crime labs at the federal, state, and local levels, including offices that may cover only tribal jurisdictions. BJS will provide the 2020 frame as a starting point. The award recipient will maintain this frame over the course of the project. Applicants should discuss sources they propose to use to validate the list of laboratories and how they would keep the frame updated. Over the course of the data collection, the award recipient should be prepared to provide BJS with updated frames indicating responses and follow-up at a case level. Additionally, the award recipient should be prepared to submit any OMB generic clearance materials required to conduct frame verification activities. At the close of the project, the award recipient will deliver a final frame file indicating participation and eligibility.

Required deliverables under Task 3: (1) A report or memo fully documenting the frame creation, including frame verification activities, data sources, and notes on laboratory inclusion or exclusion, (2) draft materials for OMB generic clearance if required, and (3) iterative and final frame files.

Task 4. OMB clearance. The award recipient will prepare draft materials for any activities requiring OMB clearance.

The award recipient will provide BJS with draft materials for full OMB clearance for the CPFFCL. These materials include, but are not limited to, the 30- and 60-day notices; Form 83-I; supporting statements; and copies of all census documents, including questionnaires, instructions, follow-up correspondence, and telephone scripts. BJS will provide sample documents as needed. Additionally, this may include generic clearance materials as addressed in Task 2 or Task 3.

Required deliverable under Task 4: Draft materials for OMB clearance for administering the CPFFCL and any other activities requiring clearance.

Task 5. Census administration. The award recipient will field the CPFFCL, making all reasonable efforts to maximize participation.

- A. **Census administration plan.** The award recipient will provide a detailed plan on census data collection protocols, including contact and follow-up procedures and timelines, quality control processes, and efforts to minimize nonresponse. This plan should be delivered well ahead of the administration of the CPFFCL to allow for BJS review.

The plan will discuss how the award recipient will engage stakeholders to encourage participation. It will also discuss efforts to minimize bias and propose nonresponse bias analyses and weighting methods. The plan should include processes to document how follow-up efforts are being monitored and tracked. As the data collection is fielded, the plan should detail which nonresponse adjustments are used and document all data edits. Data edits and processing procedures should be thoroughly documented for verification and replication.

BJS aims to have a nationally representative dataset with minimal bias in unit and item response rates, subject to cost and time restraints. As such, the plan should discuss approaches to identify and minimize bias, including a discussion of nonresponse bias assessment options. The award recipient should plan on providing BJS data files when 50% and 75% response rates have been achieved. Applicants should discuss how they propose to carry out the CPFFCL, including efforts to identify and minimize bias and what measures can be taken if response rates fall below 80%. The award recipient will need to propose methods of addressing unit and item nonresponse, including weighting and imputation

methods, including for response rates above 80%. These methods should be included in the census administration plan, with the understanding that they may change as data are received. Applicants should demonstrate their familiarity with nonresponse procedures.

- B. **Outreach and communication.** The award recipient will conduct an outreach and communications program to maximize response rates. These efforts should be included in a marketing plan. This plan includes making connections with professional associations and stakeholders in the practitioner community to promote participation in the data collection. The marketing plan should also detail how the award recipient will conduct follow-up with nonrespondents to encourage participation and advertise the CPFCL to a wide audience of practitioners.

Deliverables under Task 5: (1) A census administration plan, which can be regarded as an iterative, living document that includes at minimum census protocols, contact and follow-up procedures and timeline, data quality control procedures, nonresponse adjustment procedures, nonresponse bias analyses as necessary, and data processing and cleaning documentation, (2) an outreach and communication plan, and (3) preliminary data files when 50% and 75% response rates have been achieved.

Task 6. Final verification and dataset. The award recipient will provide a final, clean dataset and an end-of-study technical report.

- A. **Final dataset.** The award recipient will provide a raw dataset to BJS at the close of the collection. The award recipient will then conduct final verification procedures prior to delivering a final dataset to BJS. Any data issues must be reported to BJS for resolution prior to delivering this file. The award recipient will provide a justified approach to addressing item-specific missing or incomplete data, including any proposed data allocations, imputations, or other nonresponse adjustments. The delivery of the final dataset should include a codebook that details the variables contained in the dataset, including item response rates and any weighting adjustments necessary for analyses. The data file should include flags to clearly identify any data that were imputed. The data set should be ready for archiving, with logical variable names and types, labels assigned to those variables, and values assigned to variable levels as needed. The final dataset should be provided no later than 3 months after the close of the data collection.
- B. **Nonresponse bias study.** If needed, the recipient of funds will conduct and report on a bias assessment for unit and item nonresponse. This analysis will include recommendations for any weighting or imputation procedures used in compiling the final dataset.
- C. **End-of-study report.** The award recipient will provide an end-of-study technical report that includes at minimum an overview of the program with an actual project

timeline, lessons learned, challenges encountered in the data collection, and an assessment of unit and item response rates and nonresponse error.

Deliverables under Task 6: (1) A final dataset and codebook, along with any documentation for data cleaning, weighting, and adjustments, (2) a nonresponse bias study as needed, and (3) an end-of-study technical report.

This solicitation provides an outline of the major project goals, objectives, and deliverables that are expected. Applicants are encouraged to provide details about how they will successfully address the scope of work. This includes details on activities like designing a survey to encourage maximum participation, methods of identifying the entire universe of eligible laboratories, devising a census administration plan that engages the field to achieve a high response rate, and ensuring that data quality will meet BJS standards.

BJS award recipients that serve as data collection agents may need to pass an OJP background check. They may also be required to complete some of their work on the OJP

network using OJP-hosted applications. OJP may request copies of the codebook, database,

and related documentation for any applications developed using BJS funds. Required documentation includes functional specifications and installation instructions.

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

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

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

Federal Award Information

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards

1

Anticipated Maximum Dollar Amount of Awards

600,000

Period of Performance Start Date

10/1/23

Period of Performance Duration (Months)

36

Anticipated Total Amount to be Awarded Under Solicitation

\$600,000.00

Continuation Funding Intent

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

Availability of Funds

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

Type of Award

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

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2

C.F.R. 200.303, comply with standards for financial and program management. See the OJP Grant Application Resource Guide for additional information.

Budget Information

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

Cost Sharing or Matching Requirement

This solicitation does not require a match.

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

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

Limitation on Use of Award Funds for Employee Compensation: Waiver

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

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

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

Costs Associated with Language Assistance (if applicable)

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

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 do the following, as applicable:

- Comply with the data security and confidentiality provisions detailed in 28 C.F.R. Part 22.
- Follow the [DOJ Cybersecurity and Privacy Rules of Behavior for General Users](#), which pertain to the use, security, and acceptable level of risk for DOJ systems and applications.
- Adhere to National Institute of Standards and Technology ([NIST](#)) guidelines 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 \(bjs.ojp.gov\)](#).

Applicants are advised that OJP may audit the information systems that are used by award recipients during the performance period, to assess compliance with federal laws, 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 should take into consideration when proposing and pricing information technology and publishing support to BJS, and in associated project planning and project management.

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

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

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

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

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

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

3. Adherence to federal standards

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

4. 21st Century Integrated Digital Experience Act

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

Additional key BJS information technology policies, practices and standards may be found at: <https://bjs.ojp.gov/technology-and-publishing-requirements-bjs-contractors-and-grantees/>

Eligibility Information

For eligibility information, see the solicitation cover page.

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

Notice regarding law enforcement agencies: State, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2023 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency’s use-of-force policies adhere to all applicable federal, state, and local laws, and (2) the agency’s use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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

Application and Submission Information

Content of Application Submission

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

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

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

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

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

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

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

Standard Applicant Information (JustGrants 424 and General Agency Information)

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

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project — including its purpose, primary activities, expected outcomes, the service area, intended

beneficiaries, and subrecipients (if known) — must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [OJP Grant Application Resource Guide](#) for an example of a proposal abstract.

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 30 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, BJS may consider such noncompliance in peer review and in the final award decision. Tables, charts, and graphs can use fonts smaller than 12-point but must be included within the page limit.

The Proposal Narrative must include the following sections:

a. Description of the Issue

This section should include a description of the purpose, goals, and objectives of the CPFFCL. Applicants should demonstrate their knowledge about BJS’s work collecting forensic science statistics, the state of forensic sciences, and current issues and research in the field relevant to crime laboratories and BJS’s work.

b. Project Design and Implementation

Applicants should describe how they will achieve the goals, objectives, and deliverables outlined in this solicitation. This includes all tasks and their deliverables described in the solicitation: project management, instrument development, frame maintenance, administration of the census, and data delivery. Applicants should provide a detailed description of how they would produce deliverables, staff responsibilities related to the tasks and deliverables, and costs associated with the tasks.

c. Capabilities and Competencies

Applicants should demonstrate their capabilities and competencies with carrying out a national-level data collection and with the subjects of forensic sciences and crime laboratories. This section should demonstrate substantive expertise about forensic crime laboratory work, experience in carrying out successful law enforcement or forensic science-related data collections, and capacity to meet BJS data quality guidelines, including the use of a DMP.

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

Applicants should briefly describe how they will track project performance and how deliverables will be met on time and in a manner consistent with BJS expectations. This may include who will monitor delivery status, the schedule, reports, and other project management tasks.

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

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

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

Note on Project Evaluations

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

Goal, Objective and Deliverables

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

Goals

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

Objectives

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

Deliverables

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

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

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

If the applicant is seeking priority consideration under Priority 1(A) and has proposed activities (such as community or stakeholder meetings, community outreach or public awareness campaigns, community participation in project design, implementation, or evaluation, etc.) to incorporate the input and participation of communities that have been historically underserved, marginalized, and adversely affected by inequality, financial support for the identified activities and participation must be reflected in the web-based budget form.

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must reflect a minimum of 40% of award funding**. The budget narrative must also describe how the activities that will be funded with the (minimum) 40% of award funding provided to the subrecipient **specifically relate to the priority consideration requested** and described in the Capabilities and Competencies section of the application.

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

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

Indirect Cost Rate Agreement (if applicable)

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

Consultant Rate

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

Limitation on Employee Compensation; Waiver

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

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

The applicant will download the questionnaire, complete it, and upload it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

Disclosure of Process Related to Executive Compensation

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 [OJP Grant Application Resource Guide](#) for information.

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) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide resumes of key personnel.

Tribal Authorizing Resolution

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

Research and Evaluation Independence and Integrity Statement

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

Human Subjects Protection

BJS requires the funding recipient to submit proper documentation certifying that the research project meets the federal requirements for human subjects protections set forth in 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. An Institutional Review Board (IRB) must review and approve or exempt all projects that involve human subjects before data collection can be initiated; this review includes approving survey instruments that are developed, if human subjects are implicated. 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 \(bjs.ojp.gov\)](#). Applicants should attach the completed certification form in JustGrants.

Privacy Certificate

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

[Protection, Confidentiality, and Data Management Plan Requirements | Bureau of Justice Statistics \(bjs.ojp.gov\)](#). Applicants should attach the completed Privacy Certificate in JustGrants.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

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

Applicant Disclosure of Duplication in Cost Items

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

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

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

Applicant Disclosure and Justification - DOJ High Risk Grantees

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

How to Apply

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired

registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

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

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

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

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

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

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

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by **May 24, 2023, at 8:59 PM ET**.

The **full application** must be submitted in JustGrants by **May 31, 2023, at 8:59 PM ET**

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

application must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application

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

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

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

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

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

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

Waiver requests sent to the OJP Response Center must—

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

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

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

Application Review Information

Review Criteria

Merit Review Criteria

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

1. Statement of the Problem/Description of the Issue (10%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (40%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (35%) - evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

Other important considerations for BJS include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget Web-Based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

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

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

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

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

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

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

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

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

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

Information Technology Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

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

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

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

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see page 2 of the solicitation.

Other Information

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

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

Provide Feedback to OJP

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

Performance Measures

Objective	Performance Measure(s)	Data Recipient Provides
Develop a current, reliable, multimode data collection that minimizes respondent burden and obtains the desired data from respondents.	Percentage of deliverables completed on time. Percentage of deliverables that meet expectations. Variety of subject matter experts consulted. Develop and maintain a web-based reporting system that meets BJS's standard for effectiveness and efficiency.	As described in Task 2: <ul style="list-style-type: none">• A data quality assessment of the 2020 CPFCL.• Plans for SME engagement and findings from any engagement.• A report detailing findings from SME engagement and suggestions for changes to the census form.• Testing protocols for the new questionnaire.• A report detailing findings from cognitive testing and suggestions or changes to the census form.• Any draft OMB materials needed for testing.• Iterative drafts of census forms.• A final version of the web-based census form along with web specifications, logic, a printable version of the form.

Objective	Performance Measure(s)	Data Recipient Provides
Update and maintain a directory of all publicly funded forensic crime laboratories to ensure complete enumeration of all eligible laboratories.	<p>Percentage of deliverables completed on time.</p> <p>Percentage of deliverables that meet expectations.</p> <p>Amount of outreach to stakeholders.</p>	<p>As described in Task 3:</p> <ul style="list-style-type: none"> • A report or memo documenting frame creation, including verification activities, data sources, and notes on laboratory eligibility. • Any draft materials for OMB clearance as required • Iterative and final frame files.
Administer the 2024 CPFFCL with efforts to maximize response rates.	<p>Percentage of deliverables completed on time.</p> <p>Percentage of deliverables that meet expectations.</p> <p>Amount of effort to increase response rate.</p>	<p>As described in Task 5:</p> <ul style="list-style-type: none"> • A census administration plan. • An outreach and communication plan. • Preliminary data files at 50% and 75% response rates.

Objective	Performance Measure(s)	Data Recipient Provides
<p>Support BJS efforts to report timely, accurate statistics</p>	<p>Percentage of deliverables completed on time.</p> <p>Percentage of deliverables that meet expectations.</p> <p>Effective management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits.</p> <p>Percentage of data sets that are comprehensive and accurate as determined by BJS.</p> <p>Percentage of nonresponse elements for which an estimate is developed.</p>	<p>As described in Task 1:</p> <ul style="list-style-type: none"> • A written project schedule for the entire 2024 CPFFCL. • Meeting agendas and minutes to document decisions and action items (biweekly during active data collection). • Monthly progress reports during project periods other than active collection. • Weekly progress reports during active data collection. • Quarterly financial reports required by OJP. • Semi-annual reports required by OJP. • Decision memos for major project milestones, deliverables, and changes. • A DMP due within 60 days of the award start date. <p>As described in Task 4:</p> <ul style="list-style-type: none"> • Draft materials for OMB clearance for any activity requiring it. <p>As described in Task 6:</p> <ul style="list-style-type: none"> • A final, clean dataset along with documentation for cleaning, weighting, and other adjustments. • A nonresponse bias assessment as needed. • An end-of-study technical report.

Application Checklist

FY 2023 Census of Publicly Funded Forensic Crime Laboratories

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

Pre-Application

Before Registering in Grants.gov:

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

Register in Grants.gov

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

Find the Funding Opportunity

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

Review the Overview of Post-Award Legal Requirements

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

Review the Scope Requirement

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

Review Eligibility Requirement:

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

Application Step 1

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

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

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

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

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

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

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

- Proceed to Application Step 2 and complete application in JustGrants

Application Step 2

Submit the following information in JustGrants:

Application Components

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

Budget and Associated Documentation

- **Budget Web-Based form***
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))

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

Additional Application Components

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

Disclosures and Assurances

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

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

Review, Certify and Submit Application in JustGrants

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

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

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

Standard Solicitation Resources

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

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

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

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

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