

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



FY 2023 Census of State and Federal Adult Correctional Facilities 2024

Assistance Listing Number # 16.734

Grants.gov Opportunity Number: O-BJS-2023-171732

Solicitation Release Date: April 21, 2023

Step 1: Application Grants.gov Deadline: June 21, 2023, 8:59 PM ET

Step 2: Application JustGrants Deadline: June 28, 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 develop, collect, analyze, and disseminate the Census of State and Federal Adult Correctional Facilities (CCF). This program furthers the DOJ's mission by gathering critical criminal justice data from state and federal prisons and providing these data to support innovative strategies to handle the challenges confronting the justice system.

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, Native American tribal organizations (other than Federally recognized tribal governments), 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

Contact Information

For assistance with the requirements of this solicitation, contact Laura Maruschak, BJS Statistician, by telephone at 202-307-0765, or by email at: AskBJS@usdoj.gov include FY23CCF2024 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](https://www.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 to fund the 2024 Census of State Adult Correctional Facilities (CCF). The awardee will collect, process, and deliver to BJS the 2024 CCF dataset. The award recipient will also be responsible for verifying the frame and identifying the appropriate respondents to the data collection.

Statutory Authority

34 U.S.C. § 10132

Specific Information

The Census of State Adult Correctional Facilities was first conducted in 1974 by the Office of Justice Assistance, Research and Statistics of the Law Enforcement Assistance Administration. BJS repeated the state prison census collection in 1979 and 1984. In 1990, facilities under the Federal Bureau of Prisons (BOP) were added to the census, and it was renamed the Census of State and Federal Adult Correctional Facilities (CSFACF, hereafter referred to as the CCF). The CCF was conducted in 1990, 1995, 2000, 2005, 2012, and 2019.

This collection is part of the larger BJS portfolio of establishment surveys that inform the nation on the characteristics of adult correctional facilities and persons sentenced to state, federal, and privately operated prisons. BJS's National Prisoner Statistics Program (NPS) collects aggregate counts of male and female custody and jurisdictional prison populations on December 31 each year. Through the National Corrections Reporting Program (NCRP), BJS collects individual-level data on prisoners entering or leaving the custody of state prison systems. While NPS and NCRP describe prisoners and their characteristics, the CCF collects corrections data at the facility level. Data obtained are intended to describe the characteristics of adult community-based and confinement correctional facilities and allow BJS to describe the conditions in which this population is being held. The information collected informs BJS on issues such as capacity and crowding; conditions of confinement; security staff-to-inmate ratios; facility function, including provision of medical and mental health care; safety and security; and inmate reentry. The CCF also serves as the means to identify the universe of facilities from which a sample is drawn for BJS's Survey of Prison Inmates (SPI), an omnibus survey that collects a wide range of data on the personal and criminal histories of prisoners.

The CCF has typically been administered once every 5-7 years. In 2012, due to resource constraints and a need to create the universe from which to draw the sample for the upcoming SPI, the CCF was scaled back to a set of eight items necessary for frame development. In 2019, after a survey redesign effort, BJS returned to the pre-2012 model to produce statistics that describe operations, conditions of confinement, and the characteristics of the population held in state and federal correctional facilities. Because of the recent redesign, BJS expects to field the next iteration in 2024 with no significant changes to the 2019 questionnaire.

For the CCF, a correctional facility is defined as having a separate budget and administrator. Facilities that share budgets or administrators are considered a single facility. Data are collected from each facility when feasible. If respondents cannot be disaggregated for facilities that share budgets or administrators, data may be provided in the aggregate. The census includes all correctional facilities administered by state departments of corrections (DOCs) or the BOP or operated under contract to hold persons primarily for state correctional authorities or the BOP. These facilities are intended for adults but sometimes hold juveniles. Operations of facilities statistics include security level of the facility, facility function, programming, staffing, and work assignments. Conditions of confinement statistics address safety and security within prisons by measuring such things as overcrowding, physical and sexual assaults, infractions, and disturbances. Population statistics include number of inmates being held and by whom. The expected survey length is approximately 34 questions.

BJS anticipates making one award to cover 27 months to identify appropriate respondents; conduct frame verification; and collect, process, analyze, and disseminate data from the CCF. Within this timeframe, there are several key project dates:

- Launch roster and respondent data collection: March 18, 2024
- Obtain Office of Management and Budget (OMB) approval for national collection: NLT August 1, 2024
- CCF survey reference date: June 30, 2024
- Launch CCF data collection: August 19, 2024
- CCF survey submission deadline: November 1, 2024
- Complete data collection to include all data quality and nonresponse follow up: May 1, 2025
- Deliver final data files and supporting documentation: July 1, 2025
- Award end date: December 31, 2025

The 1979, 1984, 1990, 1995, 2000, 2005, 2012, and 2019 data files have been archived for public use at the National Archives of Criminal Justice Data (NACJD) (<https://icpsr.umich.edu/web/pages/NACJD/index.html>). The NACJD contains additional information about the collection and supporting documentation including codebooks and questionnaires.

Data from the census collection have been published in a series of BJS reports and can be found here: [https://bjs.ojp.gov/library/publications/list?series filter=Census of State and Federal Correctional Facilities](https://bjs.ojp.gov/library/publications/list?series_filter=Census%20of%20State%20and%20Federal%20Correctional%20Facilities). The most recent report published is the *Census of State and Federal Adult Correctional Facilities, 2019 – Statistical Tables* (NCJ 301366, BJS web, November 2021).

Goals, Objectives, and Deliverables

Goals

BJS views the CCF as the primary means to produce national- and state-level statistics describing adult correctional facility characteristics that complement population data obtained through other BJS data collections and periodically obtain a universe for sample selection of facilities for SPI. During the 27-month project, the recipient of funds will complete the CCF data collection and deliver high-quality data on facility operations, conditions of confinement, and inmate characteristics.

Objectives

An applicant should address all the objectives that are relevant to their proposed program/project in the Goals, Objectives, Deliverables and Timeline web-based form.

1. *Meet BJS data security requirements.* The recipient will maintain data securely and confidentially in accordance with 28 C.F.R. Part 22. At BJS's request, the recipient will provide a copy of the data security procedures and copies of forms signed by staff indicating their compliance with 28 C.F.R. Part 22. Applicants should demonstrate their capacity to meet this requirement.

Data transfers between BJS and the recipient will be carried out using the DOJ's secure Justice Enterprise File Sharing tool or whatever successor tool may apply at the time of data transfer.

The data collection website designed by the data collection agent must be compatible with the OJP environment.

2. *Ensure an accurate and complete list of respondents and roster of facilities to administer the CCF.* The CCF is a facility-based survey. Most state DOCs and the BOP will have a single respondent responsible for providing the data for all state-operated facilities holding inmates under their jurisdiction. However, in most if not all states, the state respondent will not be able to provide data on privately operated facilities holding persons under their jurisdiction. For private facilities there may be a single respondent at the corporate level that can provide data for multiple facilities. In other cases, the CCF will need to be sent to individual private facilities to obtain data. BJS estimates that there will be approximately 50 state DOC respondents and one BOP respondent, providing

data for 1,300 facilities, and an additional 350 respondents providing data for approximately 400 private prisons.

BJS anticipates three possible CCF response models: (1) a single respondent that provides data for each of the facility forms; (2) a single point of contact who distributes the forms to staff at their individual facilities to fill out but is ultimately responsible for submitting the data; or (3) respondents within individual facilities whom the data collection agent must contact and obtain data from.

Prior to the launch of the midyear 2024 CCF, the recipient of funds will update the 2019 CCF roster of prison facilities and respondents provided by BJS. The final roster will include all state and federal adult correctional facilities in the United States and all private and local government adult correctional facilities that operate under contract primarily for state and federal authorities. The facilities included in the census are intended for adults but sometimes hold juveniles.

To update this comprehensive roster of facilities housing state or federal prisoners, the recipient of funds will survey the 50 state DOCs and the BOP, providing them with a pre-populated list of the adult correctional facilities identified during the 2019 CCF and asking them to review the list, make necessary updates and indicating whether a facility has closed; whether it is holding inmates for their state; and whether it is operated by the DOC, a private company, or local authorities. Respondents will also be asked for a point of contact (POC) at each facility that is not operated by the DOC who can provide population and facility characteristics data.

The recipient of funds will prepare correspondence to introduce the collection and ensure the appropriate POC for data collection; develop and administer the questionnaire; follow up with respondents if any data are missing or data quality issues are observed; and provide BJS with a final data file and roster of prison facilities. Approval for this collection will be needed from OMB; therefore, the recipient of funds will assist BJS with the required generic clearance materials. It can be assumed that the time from submission to approval will be about 6 weeks.

3. Conduct activities in preparation for administration of the 2024 CCF.

- a. Conduct an assessment of the 2019 CCF that addresses the extent of item missingness and data quality. Provide a summary report to include questions to be considered for revisions and deletion. The 2019 CCF data and data collection documentation to include the instrument are available at <https://www.icpsr.umich.edu/web/NACJD/studies/38325>.
- b. Officially consult with an internal institutional review board to review the CCF data collection to ensure protection of human subjects.
- c. Obtain OMB clearance for national implementation of the CCF. The data collection agent will prepare initial versions of the 60-day and 30-day Federal Register notices and compile the first draft of the OMB supporting statement and supplemental materials. This will include background research on how external

researchers have used the CCF and documentation of any changes made to the past instrument. (See 2019 Census of State and Federal Adult Correctional Facilities – OMB 1121-0147 for the most recent package submitted to OMB). BJS will review and revise these draft documents and submit final versions to OMB for approval. It should be assumed that the time from submission to approval will be about 6 months.

- d. Develop, test, and implement a web-based data collection tool that minimizes burden in data submission. The tool must—
 - i. implement a user-friendly interface for the collection that is based on proven methods for enhancing responses and reducing burden.
 - ii. provide respondents with a web-based format for reporting data that is based on state-of-the-art approaches to web collection of establishment survey data.
 - iii. build in server-based error-checking mechanisms that minimize the need for follow-up contact and simplify data submission.
 - iv. allow respondent to print a blank PDF form for data entry.
 - v. allow respondent to save partial entries prior to completion and pick up where they left off later to allow users to complete submissions in multiple user sessions, if necessary.
 - vi. ensure that upon completing data entry, users can obtain a PDF version of the completed survey forms that reflects their data as entered.
 - vii. be developed using nonproprietary software and entirely implemented on a website that can be readily transferred to BJS. The website should include all necessary software needed to.

implement the web-based data collection tool and should adhere to BJS data security standards.
 - viii. allow BJS staff to download a partial or full CCF data file on demand.

Prior to implementation, BJS will review and approve the methods chosen by the recipient of funds. Furthermore, BJS will conduct a usability test of the web tool; therefore, in addition to the time for internal testing, the recipient of funds should allow at least 4 weeks for BJS testing and implementation of resulting modifications.

While the web-based tool will be the primary means for data submission, in development of this plan, the recipient of funds should consider the possibility for respondents to submit data using various formats (e.g., ASCII, Excel, SAS, or SPSS) which will reduce the burden on respondents and should have a plan to accommodate this option. The recipient of funds should consider integrating a bulk data collection matrix into the web data collection portal and implementing

common web instrument features to improve quality of the data being provided. Additionally, the recipient of funds will accommodate hard copy submission if this is the preference of the respondent.

4. *Produce materials to promote and publicize the upcoming data collection.* The recipient of funds will help the BJS project manager develop materials for the 2024 CCF to distribute and present at correctional conferences. These materials will provide logistical details of the upcoming census, describe the content of the census, and convey to administrators and stakeholders the importance of the CCF. The recipient of funds will implement methods to engage a variety of stakeholders, such as higher-level officials who can provide buy-in to the CCF and support for survey completion; data providers who can provide input on survey administration issues; and policymakers and researchers who can provide input on data uses. Feedback from such activities should be included in draft materials prepared for the OMB package. The recipient of funds should plan to attend two conferences over the 27-month project period.

5. *Conduct CCF data collection and perform quality assurance activities.*

a. *Prepare respondent correspondence.*

- i. The recipient of funds will prepare correspondence that will include introduction, data collection launch, reminder, thank you, and data collection close-out letters. The recipient of funds should recommend strategies supported by current research to maximize response while balancing burden and provide draft correspondence to the BJS project manager for review.
- ii. The recipient of funds will initiate data collection with a mail-out and email 2 weeks prior to the reference date of the collection. This will provide respondents advance notice that we will be collecting data for the given reference data. The recipient of funds will follow up with a launch letter to be mailed one to two weeks prior and emailed a few days prior to the launch date.

b. *Develop and implement a monitoring system that allows for ongoing, real-time tracking of data submissions by BJS.* The tracking system will (1) contain status information and paradata about each eligible facility or central reporter, including but not limited to a record of follow-up communication and procedures used for each respondent, modes of data submission (i.e., mail, fax, phone, or electronic), dates of contact, initial date of submission, and date of completion; (2) use the database to provide BJS with data quality information, such as unit and item nonresponse and other information to be determined in conjunction with the BJS project manager; (3) maintain electronic copies of notes from respondents that address issues related to their data submission; and (4) track facility reporters (the organization with which the facility-level response was associated) and operators (the organization responsible for operating the facility) separately.

The tracking system should be designed to allow for the creation of summary reports showing information about the status of the collection, including the overall response rate, response rates for selected subsets (such as state, federal, and private facilities), and other information to be determined with the BJS project manager. The tracking system should be secure, current, and always accessible to the BJS project manager(s) or other staff deemed appropriate.

c. *Produce high-quality, reliable data.*

i. Develop protocols for follow up and data quality assessment.

ii. Within 2 weeks of receipt of data, complete the review, assessment, and edit checks of the form.

iii. Conduct data quality and nonresponse follow up. Provide BJS with data quality reports on a weekly basis during the data collection period and nonresponse follow up reports on a weekly basis after the submission deadline passes.

iv. Develop and implement methods to address both unit and item nonresponse, including various approaches for weighting and imputation. The recipient of funds should propose weighting and imputation strategies for quantitative data and for categorical variables. It will also provide associated standard error calculations, where appropriate.

v. Conduct data processing on an ongoing basis.

d. *Produce analysis-ready data file and supporting documentation.* Files will be in accordance with BJS specifications and requested formats and should include reported and imputed data in the file with flags on imputed data. Imputation methods, if deemed appropriate, will be subject to BJS review and approval. The recipient of funds will also provide a jurisdiction notes file which identifies facilities that closed prior to the reference year or were deemed out of scope for the 2024 collection. BJS retains all rights to exclusive use of the data until BJS releases the public dataset, which will be available to the public via the internet and at the NACJD at the University of Michigan (or whatever forum BJS selects at the time of archiving). The recipient of funds shall not release or disclose any data collected through this award without prior written approval of BJS or until the dataset has been released to the public. This includes, but is not limited to, presentations at professional conferences and meetings, press releases, and grant applications. Unauthorized release of the data by the recipient of funds or its associates may result in the immediate commencement of termination or suspension proceedings in accordance with 28 CFR Part 18.

6. *Develop accurate and reliable statistics that describe the characteristics of adult prison confinement for BJS to disseminate.* The recipient of funds will prepare the 2024 CCF data file and documentation for archiving. The recipient of funds will also produce a

comprehensive codebook, including the data variables, variable labels, value labels, and missing value codes; the final analytic data file, including any modification to data originally submitted to BJS and any BJS-created variables; a methodology that describes the data collection effort; a description of reporting or data quality issues that may affect usability of the data; the specialized programming code used to produce all constructed measures and data analysis; and any manual, electronic, or other data collection protocols that may aid a user in making analytic decisions when using the data. The recipient of funds will submit data and documentation to BJS for review and will make any necessary modifications based on BJS comments. BJS will transmit the data and documentation directly to NACJD (or whatever forum BJS selects at the time of archiving). For examples of archived materials from the 2019 CCF, see <https://www.icpsr.umich.edu/web/NACJD/studies/38325>.

7. Implement strategies to ensure good project management and communication with the BJS project manager. The recipient of funds will develop an overall project plan with a set of actions and deliverables to ensure that the BJS project manager will be kept informed of all project-related activities. The plan should include, but is not limited to—

a. Detailed timetable

The recipient of funds will develop a timeline that includes each task of the project as identified within this solicitation. For project planning purposes, assume (1) a 27-month project period, (2) a field date no more than 2 months after the reference date, (3) a data collection completion date within 9 months of fielding the 2024 CCF, (4) a preliminary data file delivery date within 1 month of completing data collection, and (5) a final analytic data file delivery date within 1 month after delivery of the preliminary data file.

b. Kick-off meeting

Within 2 weeks of the award being made, schedule and hold a meeting to discuss project details.

c. Weekly project meetings

Conduct a weekly project call with the BJS project manager and pertinent staff to discuss issues with data collection and processing. Generally, the call will be between two individuals, one being the BJS project manager, bringing in other staff only when necessary.

d. Written progress reports

Monthly reports will be delivered to the BJS project manager and will summarize activities completed in the prior month, those planned for the upcoming month, and any anticipated changes to the schedule. They should also include, **by each task**, monthly expenditures, cumulative expenditures, and remaining budget. The recipient of funds will provide expenditures and budget information at the subtask level upon request. Semi-annual reports will cover a 6-month period and will follow

the same format as the monthly progress report. Semi-annual reports will be submitted to the BJS project manager through JustGrants.

e. Final written project summary and recommendations report

This project summary and recommendations report will include a review of the performance of the CCF. Items to address in this report include final response and item response rates; collection issues or problems; upcoding of data or changes made to the analyst ready datafile; the extent of respondent burden; and other administration issues that burdened respondents or the recipient of funds during the project, including work associated with frame verification and respondent identification. The final report will also include recommendations to BJS about the content and administration of its next CCF.

Deliverables

1. 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 of during the award period. For programs including information identifiable to a private person or personally identifiable information (PII), the DMP should complement the information provided in the Privacy Certificate (28 C.F.R. § 22.23) to describe data security and confidentiality controls. The recipient of funds will complete the DMP in collaboration with the BJS project 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](#).

2. Overall project plan including a detailed timeline and plan.

3. Data quality assessment of the 2019 CCF.

4. Deliver to BJS for review and approval:

- Correspondence, instrument, and nonresponse and data quality follow-up protocols for roster verification and respondent identification.
- Correspondence for CCF national implementation to include survey pre-notification, survey launch, data collection reminder, data collection closeout, and data submission thank you letters.
- Marketing materials and conference presentations.
- Weighting and imputation strategies

- Fillable PDF data collection instrument.
- Web-based data collection tool.
- Case management system.
- Data editing protocol.

5. Final roster of facilities including operator and respondent contact information for inclusion in the collection.

6. Materials supporting the OMB generic clearance package for rostering effort and OMB package for the CCF national implementation.

7. Progress reports: monthly written reports and weekly phone call through the entirety of the 27-month project.

8. Data quality and nonresponse follow-up reports: to be delivered through the data collection period.

9. Dataset: Per BJS specifications, the award recipient will prepare an analytic data file and archive-ready datafile and all accompanying supporting documents.

10. Final project summary and recommendations report.

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

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the 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

\$625,000

Period of Performance Start Date

10/1/23

Period of Performance Duration (Months)

27

Anticipated Total Amount to be Awarded Under Solicitation

\$625,000

Continuation Funding Intent

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

Availability of Funds

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

Type of Award

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.

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

The Proposal Narrative must include the following sections:

a. Description of the Issue

Describe why the collection and use of CCF data is necessary, supported by existing use cases and needs the collections currently address.

b. Project Design and Implementation

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

c. Capabilities and Competencies

Describe the capabilities and competencies of the proposed personnel to accomplish the goals and objectives of the project.

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

Describe the process for measuring project performance. Identify who will collect the data; who is responsible for performance measurements; and how the information will be used to guide and evaluate the project's impact. Describe the process to accurately report data.

Note: 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.

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

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

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

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

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

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

Indirect Cost Rate Agreement (if applicable)

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

Consultant Rate

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

Limitation on Employee Compensation; Waiver

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

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

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

Disclosure of Process Related to Executive Compensation

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.

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. 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, 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](#). 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 **June 21, 2023, at 8:59 PM ET.**

The **full application** must be submitted in JustGrants by **June 28, 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 AskBJS@usdoj.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 AskBJS@usdoj.gov within 24 hours of the JustGrants deadline to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must—

- describe the technical difficulties experienced
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded)
- include an attachment of the complete grant application and all the required documentation and materials

- include the applicant's Unique Entity Identifier (UEI)
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

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

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

Application Review Information

Review Criteria

Merit Review Criteria

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

Statement of the Problem/Description of the Issue (15%) - evaluate the applicant’s understanding of the program/issue to be addressed.

The applicants must demonstrate—

- a clear understanding how the CCF contributes to the corrections field and the goals of the CCF
- awareness of the state of current research
- knowledge of issues facing state departments of corrections and the Federal Bureau of Prisons in gathering and reporting data
- knowledge of methods for ensuring timely and high-quality survey response.

Project Design and Implementation (35%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.

The applicant must demonstrate that they can design and implement a high-quality project. Applications should demonstrate—

- soundness of the methods and analytic and technical approach to addressing the stated aim(s) of the proposed project
- feasibility of the proposed project
- awareness of potential pitfalls of the proposed project design and feasibility of the proposed actions to minimize and/or mitigate them
- a plan for efficiently and cost-effectively administering an establishment

survey to departments of corrections and individual facilities that collect and process data

- sound proposed procedures for carrying out the project tasks and meeting the project deliverable time frames. This includes a commitment to identifying, communicating, and addressing potential problems before they become an issue, and a plan for up-to-date tracking and reporting of data collection progress.

Capabilities and Competencies (30%) - evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.

The applicant must demonstrate that they have the appropriate corporate and staff capabilities and experience to conduct the work outlined in the project tasks. The applicant should establish—

- a demonstrated ability to manage the effort
- the qualifications, demonstrated ability, and experience of the proposed staff who will manage the project and of those who will have day-to-day data collection responsibilities in the use of accepted survey research methods in the following areas: (a) collection of data from departments of correction and facilities; (b) cleaning and verifying data and providing files that exhibit a high degree of accuracy; (c) conducting independent analysis of data and data quality; and (d) producing datasets and documentation that require a high degree of attention to detail
- the qualifications, demonstrated ability, and experience of the information technology staff and the capacity of the computing environment for developing a real-time tracking system (electronic database) and preparing datasets for statistical analysis
- an adequate management plan for the project, including sufficient delineation of project tasks and how project resources will be used
- adequate management oversight and quality control procedures.

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 should propose efficient data collection activities required to demonstrate the project's performance in a low-cost manner and as part of the project organization.

Budget (15%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

The applicant must demonstrate awareness of methods for using budgetary resources efficiently and effectively and demonstrate appropriate internal controls over these resources. The application budget should be complete, cost effective, and allowable

(e.g., reasonable, allocable, and necessary for project activities) and demonstrate—

- appropriateness of the proposed budget for the level of effort outlined in the project plans
- total cost of the project relative to the perceived benefit (cost-effectiveness)
- adequate and efficient assignment of staff to tasks
- adequate budgetary controls to ensure that resources are managed effectively and in compliance with federal regulations
- use of existing resources to conserve costs
- proposed budget alignment with proposed project activities
- cost-effectiveness in relation to potential alternatives and the goals of the project (Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs).

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
Meet BJS data security requirements	<p>Number of deliverables completed on time</p> <p>Number of deliverables that meet expectations</p>	<p>Data collection portals for CCF data that adhere to BJS data security standards and maintains data securely and confidentially in accordance with C.F.R. Part 22 both in motion and at rest</p> <p>Data security procedures</p> <p>Updated and signed privacy certificates for all persons employed or contracted by the recipient of funds who has access to the data indicating their compliance with 28 C.F.R. Part 22.</p>

Ensure an accurate and complete list of respondents and roster of facilities to administer the CCF	Scheduled data collection	Field the collection
	Number of deliverables completed on time	Materials supporting the OMB generic clearance package
	Number of deliverables that meet expectations	Collection correspondence
	Achieve 100% unit response rate	Final instrument to include a pre-populated list of facilities by jurisdiction Nonresponse and data quality follow-up protocols
	Provide data that are complete and accurate	Final roster of facilities including operator and respondent contact information
Conduct activities in preparation for administration of the 2024 CCF	Number of deliverables completed on time	Data quality assessment of the 2019 CCF
	Number of deliverables that meet expectations	IRB approval or waiver letter for the CCF 60-day and 30-day notices (posted) and OMB supporting statements Fillable PDF data collection instrument Data editing protocol Nonresponse and data quality follow-up protocols
	Develop website to collect data	A user-friendly web-based data collection tool written in

		nonproprietary software
		Data submission tracking system
Produce materials to promote and publicize the upcoming data collection	Number of outreach efforts conducted	Listing of outreach efforts, by type
	Percent of agencies/ organizations successfully contacted	Number of agencies/ organizations successfully contacted
		Number of agencies/ organizations contacted
	Number of deliverables completed on time	Marketing materials
	Number of deliverables that meet expectations	Conference presentations
	Number of conferences/ meetings at which the grantee made one or more presentations	Number of conferences/ meetings at which the grantee made one or more presentations, by type
Conduct CCF data collection and perform quality assurance activities	Scheduled data collection series	Field the CCF
	Percent of survey responses that are obtained through electronic means	Number of survey responses, by type
	Achieve 100% unit response rate from state and federal operated adult correctional facilities	A CCF survey that yields 100% unit response rate from state and federal operated adult correctional facilities
	Number of deliverables completed on time	Collection correspondence
	Number of deliverables that meet expectations	Weighting and imputation strategies
		Nonresponse and data quality follow-up protocols

		Data quality reports
		Nonresponse follow-up reports
	Provide data that is complete and accurate	Preliminary data files
		Final analyst ready data file and supporting documentation
Develop accurate and reliable statistics that describe the characteristics of adult prison confinement for BJS to disseminate	Number of deliverables completed on time	Final data files, comprehensive codebook, and other documentation for archiving
	Number of deliverables that meet expectations	
	Provide data that is complete and accurate	
Implement strategies to ensure good project management and communication with the BJS project manager	Provide effective management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits	Data management plan
		Project plan, including a detailed timeline
		Kick-off meeting
		Weekly telephone calls
		Written progress reports
		Written project summary and recommendations report

Application Checklist

FY 2023 Census of State and Federal Adult Correctional Facilities 2024

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

Pre-Application

Before Registering in Grants.gov:

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

Register in Grants.gov

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

Find the Funding Opportunity

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

Review the Overview of Post-Award Legal Requirements

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

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$625,000.

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](#))
- 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>)
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Timeline
- Memorandum of understanding (if applicable)
- Résumés of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (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.