

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



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**Solicitation Title: BJS FY 24 Census of Jails, 2025 and 2026**  
**Assistance Listing Number: 16.734**  
**Grants.gov Opportunity Number: O-BJS-2024-172077**  
**Solicitation Release Date: April 12, 2024**  
**Step 1: Application Grants.gov Deadline: 5:00 p.m. Eastern Time on June 13, 2024**  
**Step 2: Application JustGrants Deadline: 5:00 p.m. Eastern Time on June 20, 2024**

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# Synopsis

## Program Description Overview

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

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

With this solicitation, the Bureau of Justice Statistics (BJS) seeks a data collection agent for administering the 2025 and 2026 annual Census of Jails (COJ) to approximately 2,900 jails. The selected applicant will be responsible for developing a web version of the survey instruments; updating jail status and contact information; and collecting, processing, and delivering the annual COJ data. From 1970 to 2024, BJS conducted the COJ every 5 to 6 years to gather information on jail populations and facility characteristics. Starting in 2025, BJS plans to conduct the COJ annually, generating county-level and state-level statistics on a yearly basis. This award covers data collection for the 2025 and 2026 COJ. Additional funding may be provided for the 2027, 2028, and 2029 COJ, contingent on funding availability and project performance.

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

## Eligibility

- Public- and State-controlled institutions of higher education
- 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
- For-profit organizations other than small businesses
- Small businesses

## Agency Contact Information

For assistance with the requirements of this funding opportunity, contact Zhen Zeng, BJS Statistician, at 202-307-0765, or [AskBJS@bjs.gov](mailto:AskBJS@bjs.gov) with "BJSFY24COJ" in the subject line.

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

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

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

## **Application Submission Information**

### **Registration**

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

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

### **Submission**

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

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

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

# Program Description

## Program Description Overview

With this solicitation, the Bureau of Justice Statistics (BJS) seeks a data collection agent for administering the 2025 and 2026 annual Census of Jails (COJ) to approximately 2,900 jails. The selected applicant will be responsible for developing web-based instruments; updating jail status and contact information; and collecting, processing, and delivering the annual COJ data. From 1970 to 2024, BJS conducted the COJ every 5 to 6 years to gather information on jail populations and facility characteristics. Starting in 2025, BJS plans to conduct the COJ annually, generating county-level and state-level statistics on a yearly basis. This award covers data collection for the 2025 and 2026 COJ. Additional funding may be provided for the 2027, 2028, and 2029 COJ, contingent upon funding availability and project performance.

## Statutory Authority

34 U.S.C. § 10132

## Specific Information

Since 1970, BJS has been conducting the Census of Jails (COJ) every 5 to 6 years to collect data on jail facilities and the inmate populations they supervise. The 2024 COJ is scheduled to be fielded from July to December 2024. Approximately 2,900 local jails will be requested to participate in the web-based survey for the 2024 COJ.

The COJ stands as BJS's most comprehensive collection of jail administrative data, providing national and state-level statistics on various aspects of jail populations. This includes 1-day custody counts, inmate counts by sex and race, U.S. citizen and non-U.S. citizenship counts, juvenile counts, number of inmates supervised outside a jail facility, inmate counts by conviction status, holds for federal and state prison authorities, admissions and releases, and average daily population.

In addition to data on persons incarcerated in local jails, the COJ also collects information on facility characteristics and jail programs. Key facility details such as rated capacity, functions, and staff numbers are consistently collected. Additional topics, such as expenditures and programs, are gathered on a rotational basis to minimize respondent burden. Past [COJ instruments](#) are accessible from BJS.

Through the COJ, BJS maintains a database of eligibility and contact information for all local jails in the United States. This serves as the sampling frame for BJS's jail surveys such as the Survey of Inmates in Local Jails and the National Inmate Survey.

The COJ universe encompasses all local jails (including county, city, regional, and privately operated jail facilities), as well as 12 Federal Bureau of Prisons detention facilities that function as jails. BJS defines "local jails" as confinement facilities operated under the authority of a sheriff, police chief, or county or city administrator that hold inmates beyond arraignment, typically for a period exceeding 72 hours. Temporary holding facilities, such as sobering cells and police lockups without post-arraignment detention, are excluded from the COJ collection.

The COJ universe excludes tribal jails, which are covered through BJS's Survey of Jails in Indian Country. Combined jail and prison systems in Alaska, Connecticut, Delaware, Hawaii, Rhode Island, and Vermont are outside the BJS jail universe, and data from these states are collected through BJS's National Prisoner Statistics program instead.

From 1970 to 2024, BJS conducted the COJ every 5 to 6 years. During the years when the COJ was not conducted, BJS administered the Annual Survey of Jails (ASJ) to produce national estimates for jail population size and characteristics. However, due to the limited sample size (approximately 940 jails), the ASJ could not provide state-level jail statistics. Starting in 2025, BJS plans to administer the COJ annually, replacing the ASJ. This shift enables BJS to publish annual jail data at both county and state levels, meeting the information needs of stakeholders including jail administrators, policymakers, and researchers.

To mitigate the increased respondent burden associated with an annual administration of the COJ, BJS has revised the COJ questionnaire for the 2025 and 2026 annual collections. Unlike previous collections, the revised instrument will primarily focus on jail populations and include fewer items on facility characteristics. View [drafts](#) of the 2025 and 2026 COJ forms, pending approval from the Office of Management and Budget.

Up until 2024, BJS has used a midyear reference date, collecting total and disaggregated counts of jail inmates held on the last weekday in June. Admissions, releases, and average daily population (ADP) were collected for the 12-month period ending on the last weekday in June. Beginning with the 2025 COJ, BJS will gather yearend population data (specifically, the last Monday in December), collecting admissions, releases, and ADP for the calendar year. Consequently, the COJ data collection launch date will change from early July to early January.

## Solicitation Goals and Objectives

### Goals

The COJ is a primary source for data on jail populations and facilities across the United States. It also establishes the foundational framework for BJS jail establishment surveys and inmate surveys. The 2025 and 2026 COJ data collections endeavor to achieve several goals:

- **High-Quality Data Collection:** The primary goal is to gather precise and reliable data from local jails. This will be accomplished through a comprehensive strategy involving effective outreach and diligent follow-up activities.
- **Efficient Processing and Delivery:** Upon collection, COJ datasets require efficient processing—checking for errors, resolving inconsistencies, and imputing missing data—before timely delivery to BJS. This is crucial for compiling and analyzing the comprehensive jail statistics that the COJ aims to provide. Optimizing the processing pipeline enables BJS to expedite the release of annual jail reports and data archives.
- **Frame Maintenance:** Another critical objective of the COJ is the regular update of eligibility status and contact information for all agencies on the jail frame. Ensuring the accuracy and currency of this frame is vital not only for the success of the COJ itself but also for the effectiveness of subsequent surveys that rely on the COJ as the sampling frame.

## Objectives

### 1. Meet BJS data security requirements

The award recipient must securely and confidentially manage data in accordance with 28 C.F.R. Part 22. The recipient is required to develop and maintain a data management plan (DMP), providing general program information and describing the specific procedures by which the data collected under BJS's authority for the project will be acquired, received, handled, processed, stored, transferred, and disposed of after the project period. The award recipient will develop the DMP in collaboration with the BJS Program Manager (PM) and must submit it to BJS for review and approval no later than 60 days after the award start date. Additionally, the award recipient must maintain an updated version of its DMP throughout the project period and must obtain BJS approval prior to making changes to the approved plan. A model DMP is available on the [BJS website](#).

### 2. Conduct activities in preparation for administration of the 2025 and 2026 annual COJ

2.1 BJS has developed the 2025 and 2026 COJ instruments. The award recipient will prepare and finalize the instruments in both Word and fillable PDF formats. The recipient will also make and, with BJS approval, implement suggestions on questionnaire design to reduce errors and non-response.

2.2 The award recipient will officially consult with an internal Institutional Review Board (IRB) or the OJP IRB to review the COJ data collection to ensure protection of human subjects.

2.3 Develop, test, and implement a web-based data collection tool that minimizes burden in data submission.

The website must be developed using nonproprietary software accessible to both the government and industry, aligning with the government's preference for application portability. BJS retains exclusive rights to the source code employed in website production. The website specifications include the following:

- Implementation of a user-friendly interface for data collection, employing proven methods to enhance responses and minimize respondent burden.
- Integration of server-based error-checking mechanisms verifying data ranges and cross-referencing reported data with recent information from the same jails and related items to reduce the need for follow-up.
- Capability for respondents to print a blank PDF form for preview or data entry.
- Capability for respondents to save partial entries and complete data submission in multiple sessions.
- Capability for respondents to save a PDF version of the completed survey form reflecting entered data.
- Capability for BJS staff to track data collection progress, view individual respondents' data, and download partial or full COJ data files.
- Capability for BJS staff to monitor non-response follow-up (NRFU) and data quality follow-up (DQFU) activities for individual respondents.



- Mandate for user authentication for most functions, including data submission and viewing respondents' data.

Proposed website functionalities and user interfaces must be submitted for BJS testing and approval. The award recipient will account for internal testing time and plan for additional time for BJS testing and implementation of requested modifications.

Although the web-based tool is the primary method for data submission, the award recipient should also consider the option of data submission via emailed or faxed handwritten forms.

#### 2.4 Recruit and train staff prior to data collection

The recipient of the award is responsible for ensuring an adequate staffing level to meet the data collection deadline. Prior to initiating the survey, the recipient must submit a staffing plan for BJS review, in addition to the following:

- **Training Development:** The award recipient will create and submit training materials, including manuals, slides, and supplementary resources, to the BJS PM for review and approval 4 weeks before the commencement of data collection. These materials will address potential issues arising during data collection.
- **Training Implementation:** The recipient will conduct training sessions to familiarize staff responsible for contacting jails with the project, survey instrument, and data collection procedures. The training will cover how to address common issues and pose appropriate follow-up questions in the field.
- **Staff Compliance:** The recipient will ensure that all project staff successfully complete the training program. If new methods or procedures are introduced after the commencement of data collection, additional guidance and training will be provided to staff as needed.

### 3. Update jail status and contact information

During the project period, the award recipient will maintain BJS's jail frame (Excel files) by updating jail eligibility status and point-of-contact information. Efforts to maintain the jail frame shall include, but are not limited to the following:

- **Web Searches:** Conducting thorough web searches to gather updated information.
- **Cross-Referencing:** Cross-referencing BJS's jail frame with available directories from other organizations dedicated to maintaining jail information.
- **Status Change Checks:** Verifying status changes of jails that previously reported closure.
- **Direct Inquiries:** Contacting local and state governments, law enforcement agencies, and local jails as necessary to inquire about the status and functions of their facilities.

To ensure effective communication with jails and accurate data collection, the recipient will contact jails to verify and update contact information. The verification may be conducted via a website, email, or phone. During the verification process, the recipient will obtain (1) the name,

title, and contact information of the person designated by jails for the COJ collection; and (2) up-to-date jail facility information to determine eligibility for the collection.

In addition to updating the active jail list, the recipient will document closures of jail facilities, identifying the reason and circumstances of their status change (e.g., temporarily or permanently closed, whether the agency merged with another facility, which agency took their inmates) for future reference. During the project performance period, the recipient will record changes in jail eligibility status and points of contact and provide the up-to-date jail frame and contact list if BJS requests them.

#### **4. Conduct data collection and perform quality assurance activities**

The annual COJ collections for 2025 and 2026 are set to launch in early January of 2026 and 2027, respectively, and extend for approximately 6 months. In the months leading up to the launch date, the data collection team will reach out to jails to confirm their operational status and update contact information in preparation for the survey administration. The general schedule for each collection cycle is outlined as follows:

- **September 1:** Initiate the process of updating jail status and acquiring point-of-contact information for new jails and non-responding jails from the previous year.
- **October 1:** Dispatch prenotification emails and letters to all jails, urging them to log into the website to respond to inquiries about jail functions and update contact information by January 1.
- **January 2:** Send emails and letters to jails to officially commence the data collection process.
- **January 15:** Begin DQFU.
- **February 1:** Begin NRFU.
- **June 30:** Conclude the data collection phase.

The COJ collection schedule may vary slightly by year. The exact start and end dates of the verification, notification, DQFU, and NRFU phases will be determined jointly by the award recipient and BJS.

##### **4.1 Prepare respondent correspondence.**

The award recipient will prepare correspondence that will include data collection pre-notification, launch, reminder, thank-you, and collection close-out letters, email, and call script. The award recipient will recommend strategies supported by current research to maximize response while balancing burden.

##### **4.2 Develop and implement a monitoring system for real-time tracking of data submissions.**

The award recipient will develop a system to track respondent status and survey progress, including but not limited to correspondence, dates of contact, mode of data submission (e.g., web, email, or mail), initial date of submission, and date of completion.

The recipient will generate summary reports on the status of the collection, including unit- and item-response rates, reasons for nonparticipation (e.g., facility out of scope, refusal to

participate), data quality issues awaiting resolution, NRFU and DQFU contact status, and other information to be determined in conjunction with the BJS PM. The recipient will continually update this information and provide weekly summary reports to BJS during the period of data collection.

The recipient will also maintain electronic copies of notes from respondents that address issues related to their data submission.

#### 4.3 Produce high-quality reliable data through effective follow-up activities.

Based on experience, BJS expects to achieve a survey participation rate of 92% or higher, nearly perfect item-response rates for key survey items (e.g., 1-day population and rated capacity) and item-response rates of 95% or higher for other items.

The recipient will draft a survey administration plan, outlining how the survey will be fielded and the steps that will be taken to encourage jail participation. Nonresponse follow-up activities typically include email reminders, customized email and phone calls, postcards, and registered mail. The survey administration plan will be submitted to BJS for review and included in the Office of Management and Budget (OMB) package. After data collection starts, the recipient may modify the plan as needed with BJS approval. If there are substantive changes to the survey administration after OMB approval, the recipient will assist BJS with revising and resubmitting the OMB clearance request.

The recipient will also develop protocols for data quality assessment and follow-up. Within 2 weeks of receipt of data, the recipient will complete the review, assessment, and edit checks. Cases with missing items or potential errors will go through the DQFU process by email or phone call in a timely fashion to ensure early resolution.

### **5. Produce analysis-ready data file and supporting documentation**

5.1 The recipient will deliver a data processing plan describing proposed procedures of data editing (e.g., adjusting for internal inconsistency and out of range values), missing data imputation, and nonresponse weighting. After the BJS PM approves the plan, the recipient will develop computer code to implement the approved procedures in statistical software such as SAS, STATA, SPSS, or R. The final data processing documentation will be delivered to BJS along with clean data files.

5.2 After each collection cycle, the recipient will deliver to BJS final data files, including a final COJ raw data file, an analytic COJ data file, and a jail frame file. The raw data file will include all unmodified data jails reported to the COJ, including information jails provided in text boxes. The analytic data file will include adjusted and imputed survey data, edit flags, and final weights. The jail frame file will include complete lists of reporting units and facilities with contact information and reported or imputed inmate counts at the facility level (for sampling purpose). All data files will be prepared in BJS requested formats.

The raw data file will be delivered when data collection is complete; the analytic data file and jail frame will be delivered 2 months after data collection is complete. Along with the data files, the award recipient will deliver codebooks and a methodology report that describes procedures used in data editing, weighting, and imputation, accompanied by annotated computer code. The codebook will include all variable and value labels and summary statistics such as frequencies or means for each variable.

5.3 The recipient will prepare COJ data files and codebooks for the National Archive of Criminal Justice Data (NACJD). The codebooks will provide general information on the COJ series, response rates and data quality issues that may affect usability of the data, data processing and weight construction, and a list of agencies that did not respond to the survey.

## **6. Implement effective project management and communication with BJS**

6.1 The award recipient will prepare a comprehensive timetable outlining all project activities and dependencies, encompassing each task and deliverable as specified in this solicitation. For planning purposes, the recipient may use the following general timeline:

- **Project Commencement:** The project starts on January 1, 2025. By this date, BJS will have developed the 2025 and 2026 COJ instruments and obtained OMB clearance for the 2025 and 2026 COJ collections.
- **Jail Frame Update and Contact Verification:** During each collection cycle, the recipient undertakes jail frame update and contact verification activities from October 1 to the end of the year.
- **Data Collection Commencement and Conclusion:** The data collection period for each iteration of the COJ begins on or soon after January 2 and concludes around June 30.
- **Data File Delivery:** Two months after completing data collection, data files are delivered.
- **Project Conclusion:** The project ends on December 31, 2027.

6.2 The award recipient will schedule and hold a kickoff meeting each year in 2025 and 2026 to discuss project plan for the upcoming collection.

6.3 The award recipient will schedule and hold monthly video or telephone meetings with the BJS PM and relevant staff to discuss project progress and issues with data collection and processing.

6.4 The award recipient will deliver monthly progress reports to BJS. The reports will summarize activities completed in the prior month, those planned for the upcoming month, and any anticipated changes to the schedule. They will also include, by each task, monthly expenditures, cumulative expenditures, and remaining budget. The award recipient will provide expenditures and budget information at the subtask level upon request. Semiannual reports will cover a 6-month period and will follow the same format as the monthly progress report. Semiannual reports will be submitted to the BJS PM through JustGrants.

6.5 After each COJ collection cycle, the award recipient will prepare a report to summarize the data collection performance and make recommendations for future work. The report will analyze survey response and item response rates; evaluate the effectiveness of follow-up activities; discuss collection issues and data problems; and make recommendations on questionnaire design, survey administration, and data processing for future COJ collections.

## 7. Delivery of all project materials

All data and source code generated by this project belong to BJS. BJS retains all rights to exclusive data use until it releases the public use data file, which will be available at the NACJD or the OJP-designated archiving agent.

The recipient will not release or disclose any data collected through this cooperative agreement without BJS's prior written approval. This includes, but is not limited to, presentations at professional conferences and meetings, press releases, and grant applications. Unauthorized release of data by the recipient or its associates may result in the immediate commencement of termination or suspension proceedings in accordance with 28 C.F.R. Part 18.

The recipient will transfer all project materials, including code, database, website application, and project files, to BJS toward the end of the project period.

### Deliverables

The 2025 and 2026 COJ collections are scheduled to start in January of 2026 and 2027, respectively. Each data collection phase spans approximately 6 months. Roughly 2 months after data collection closes, the data collection agent delivers a clean analytic data file to BJS. The first BJS report based on the COJ data—Preliminary Jail Data Release—will be released online approximately 3 months after the data delivery. The data file and documentation will be released together with the full annual Jail Inmates report about 6 months later.

BJS deliverables include press releases, annual bulletins, and data archives. Specifically, BJS plans to release key jail statistics approximately 3 months after data delivery. Full reports and final data files will be publicly available within a year after data are collected. The BJS [Census of Jails Statistical Tables](#) provides up-to-date national and state-level insights into the size and characteristics of local jail populations, shifts in these populations, and factors influencing such changes. Additionally, BJS disseminates the COJ data through its Correctional Populations in the United States Statistical Tables. This series presents data on the overall correctional population, delving into the dynamics of jail populations in comparison to other components of the correctional system, including prison and community corrections populations.

## Federal Award Information

### Awards, Amounts, and Durations

Anticipated Number of Awards: 1

Anticipated Maximum Dollar Amount per Award: up to \$1,500,000

Period of Performance Start Date: January 1, 2025

Period of Performance Duration (Months): 36

Anticipated Total Amount To Be Awarded Under This Solicitation: \$1,500,000

Additional Information: BJS expects to make an award of up to \$1.5 million for a 36-month period, beginning on January 1, 2025. These funds are expected to cover activities and deliverables associated with the 2025 and 2026 COJ collections. Following this obligation, BJS intends to fund the 2027, 2028, and 2029 COJ collections through a continuation award not to exceed \$2.35 million for a 36-month period, contingent on the recipient's performance and the availability of federal funds. The total funding for all project tasks for 5 annual COJ collections is not to exceed \$3.85 million. Applicants should plan to respond to invited applications for such

continuation awards, and planning should consider the potential funding cycles involved. The budget submitted in response to this solicitation should present costs associated with the initial award of \$1.5 million for 36 months, with breakdowns by project year and task. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, OJP's strategic priorities, and OJP's assessment of both the management of the award (for example, timeliness and quality of progress reports), and the progress of the work funded under the award.

### **Continuation Funding Intent**

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

### **Availability of Funds**

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

### **Type of Award**

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

### **Cost Sharing or Matching Requirement**

This funding opportunity does not require a match.

### **Eligibility Information**

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

# How To Apply

## Application Resources

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

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

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

## How To Apply

### Registration

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

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

### Submission

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

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

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

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

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

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

### **Submission Dates and Time**

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 5:00 p.m. ET on June 13, 2024.

The **full application** must be submitted in JustGrants by 5:00 p.m. ET on June 20, 2024.

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

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

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

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

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

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



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

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at [grants@ncjrs.gov](mailto: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](mailto:grants@ncjrs.gov) and [AskBJS@usdoj.gov](mailto: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 (provide screenshots if applicable)
- include a timeline of the applicant’s submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded)
- include an attachment of the complete grant application and all the required documentation and materials
- include the applicant’s Unique Entity Identifier (UEI)
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

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

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

## **Application and Submission Information**

### **Content of Application Submission and Available Surveys**

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

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

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

### **Content of the SF-424 in Grants.gov**

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

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

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

### **Content of the JustGrants Application Submission**

#### ***Entity and User Verification (First Time Applicant)***

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

#### ***Standard Applicant Information***

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

#### ***Proposal Abstract***

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

#### ***Data Requested With Application***

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

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

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

### [Brief Applicant Entity Questionnaire](#)

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

### ***Proposal Narrative***

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; and should not exceed 35 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, OJP may consider such noncompliance in peer review and in final award decisions. Tables, charts, and graphs 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 of COJ 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. 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 applicant organization's capabilities and competencies 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 to provide notice that award recipients will be required to submit performance data as part of each award's reporting requirements.

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

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

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

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

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

### ***Deliverables Expected by Successful Applicants***

For each cycle of the annual COJ, the awardee is expected to perform a consistent set of data collection activities and oversee project management. The deliverables and corresponding deadlines are detailed below.

1. Project Plan: Include task lists, timelines, and staff lists; due by January 15, 2025, and update as needed.
2. DMP: Deliver by March 15, 2025, and update as needed.
3. Monthly Progress Reports, Quarterly Financial Reports, and Semi-Annual Reports: Throughout the project period.
4. Final Formatted Instruments: Submit in Word and PDF formats. The 2025 instruments are due by April 30, 2025; and the 2026 instruments are due by August 31, 2026.
5. Survey Administration Plans: The 2025 COJ administration plan is due by July 31, 2025, and the 2026 plan is due by September 30, 2026. Each plan will include the following:
  - Outreach Schedule.

- Correspondence Materials: Pre-notification letter and email, COJ launch email, data collection reminder email, close-out email, and thank-you email.
  - Jail Status and Point-of-Contact Verification Protocols.
  - NRFU Protocols.
  - DQFU Protocols.
6. Web-Based Data Collection Tool: The initial version for the 2025 COJ is due by August 31, 2025, and the final version by November 30, 2025. For the 2026 COJ, the initial version is due by October 31, 2026, and the final version by November 30, 2026.
  7. Staff Training Materials: Due by November 30 of the data year.
  8. Machine Edits: For checking missing data and errors, due by November 15 of the data year.
  9. Data Processing Plan and Documentation: Covering adjustment, imputation, and weighting; a draft plan is due 1 month after data collection starts and the final documentation is due 1 month after data collection is closed.
  10. Weekly Data Collection Reports: During the data collection period.
  11. Data Files with Documentation:
    - Final raw data file, due at completion of each data collection.
    - Analytic data file with adjusted and imputed data, due 2 months after data collection is completed.
    - Jail frame file: initial version due at the start of each data collection; final version due 2 months after data collection is completed.
    - Public use data set, due 2 months after each data collection is completed.
  12. Annual Data Collection Summary and Recommendations Report: Due 1 month after data delivery.

Program objectives and deliverables should be included in one timeline.

### ***Budget and Associated Documentation***

#### **Budget Detail and Narrative Web-Based Form**

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

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

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

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

## Budget/Financial Attachments

### Pre-Agreement (Pre-Award) Costs (if applicable)

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

### Indirect Cost Rate Agreement (if applicable)

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

### Consultant Rate (if applicable)

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

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

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

### Disclosure of Process Related to Executive Compensation (if applicable)

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

## **Additional Application Components**

The applicant will attach the additional requested documentation in JustGrants.

### Curriculum Vitae or Resumes (if applicable)

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

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

### Disclosures and Assurances

The applicant will address the following disclosures and assurances.

#### Disclosure of Lobbying Activities

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

#### Applicant Disclosure of Duplication in Cost Items

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

### DOJ Certified Standard Assurances

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

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

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

### Applicant Disclosure and Justification – DOJ High-Risk Grantees

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

## Application Review Information

### Review Criteria

#### *Basic Minimum Review Criteria*

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

- The application must be submitted by an eligible type of applicant.
- The application must request funding within any stated programmatic funding limits or boundaries.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

#### *Merit Review Criteria*

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

- Statement of the Problem/Description of the Issue (15%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (35%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (30%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- 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.
- Budget (15%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).



### ***Other Review Criteria/Factors***

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

### ***Risk Criteria/Factors***

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

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

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

### ***Review Process***

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above. Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Acting BJS Director, who may consider not only peer review ratings and BJS recommendations, but also other factors as indicated in this section.

## **Federal Award Administration Information**

### ***Federal Award Notices***

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

### ***Evidence-Based Programs or Practices***

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

### ***Information Regarding Potential Evaluation of Programs and Activities***

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information on what should be included in the application, see the

[Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

### **Administrative, National Policy, and Other Legal Requirements**

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

### **Civil Rights Compliance**

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

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

### **Financial Management and System of Internal Controls**

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

## Information Technology Security Clauses

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

## Information System Security and Privacy Requirements

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

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

Specifically, BJS award recipients and subrecipients are required to 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](#).

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](https://bjs.ojp.gov/sites/g/files/xyckuh236/files/media/document/bjs_data_protection_guidelines.pdf).

### **Standards for Providing Information Technology and Publishing Support to BJS**

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

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

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

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

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

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

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

### **3. Adherence to federal standards**

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

### **4. 21st Century Integrated Digital Experience Act**

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

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

#### **General Information About Post-Federal Award Reporting Requirements**

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

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

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

#### **Federal Awarding Agency Contact(s)**

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

#### **Other Information**

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

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

**Provide Feedback to OJP**

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

**Performance Measures**

Objective	Performance Measure(s)	Data Recipient Provides
<p>Develop and implement a comprehensive strategy for the effective administering of the Census of Jails, 2025 and 2026</p>	<p>Number of deliverables completed on time</p> <p>Number of deliverables that meet expectations</p>	<p>Comply with data security requirements as defined in the solicitation to include, but not limit to the following:</p> <p>Data collection website for COJ data that adheres 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>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>
<p>.</p>		<p>IRB approval or waiver letter for the COJ</p> <p>The 2024 COJ instrument in Word and PDF formats</p> <p>Plan for updating the jail frame and verifying jail eligibility and contacts</p> <p>Web-based data collection tool that minimizes burden in data submission</p> <p>Collection correspondence</p> <p>Nonresponse and data quality follow-up protocols</p> <p>Data submission tracking and reporting system</p>

<p>To conduct COJ data collection that includes optimal performance of quality assurance activities, resulting in response rates of 92% or higher by the general schedule set between the award recipient and BJS.</p>	<p>Number of deliverables completed on time  Number of deliverables that meet expectations  Achieve 93%-unit response rate  Achieve 100% response rates for critical items and over 92% response rates for other items</p>	<p>Updated jail frame and contact information  Survey administration schedule  Weekly data collection summary reports  Survey and item response rates</p>
<p>The delivery of analysis ready data files of high quality that produce codebooks for the National Archive of Criminal Justice Data (NACJD) two months after the end of the collection cycle.</p>	<p>Number of deliverables completed on time  Number of deliverables that meet expectations</p>	<p>Data processing plan with adjustment, weighting, and imputation strategies  Preliminary data files  Final data files and supporting documentation  Public use datafiles for archiving  Data quality report</p>
<p>Effective strategies implemented that ensure proficient project management and communication with the BJS project manager throughout the duration of the project period.</p>	<p>Provide effective management as measured by whether significant milestones were achieved, final deadlines were met, and costs remained within approved limits</p>	<p>Data management plan  Project plan, including a detailed timeline  Kickoff meeting  Monthly video meetings  Written progress reports with project activities and expenditures  Project summary and recommendations report</p>

## Application Checklist

### BJS FY 24 Census of Jails, 2025 and 2026

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

#### Pre-Application

##### *Before Registering in Grants.gov*

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

##### *Register in Grants.gov*

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

##### *Find the Funding Opportunity*

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

##### *Review the Overview of Post-Award Legal Requirements*

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

##### *Review the Scope Requirement*

- The federal amount requested is within the allowable limit(s) of \$1,500,000.

##### *Review Eligibility Requirement*

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

#### Application Step 1

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

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

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



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

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

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

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

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

## **Application Step 2**

Submit the following information in JustGrants:

### **Application Components**

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

### **Budget and Associated Documentation**

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

### **Additional Application Components**

- 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 [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- Resumes of key personnel
- List of procurement contracts (if applicable)
- Organizational chart

### **Disclosures and Assurances**

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

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

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

### **Review, Certify, and Submit Application in JustGrants**

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

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

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

## **Standard Solicitation Resources**

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

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

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

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

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