

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



Solicitation Title: BJS FY24 Federal Law Enforcement Agency Deaths in Custody Reporting Program, 2024-2026

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Step 1: Application Grants.gov Deadline: 5:00 p.m. Eastern Time on July 2, 2024

Step 2: Application JustGrants Deadline: 5:00 p.m. Eastern Time on July 9, 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, BJS seeks to collect data on persons who died in the custody of federal law enforcement (LE) agencies in FY 24, FY 25, and FY 26, building on BJS's existing efforts. The data collection will include a web-based interface to allow federal LE agencies to identify all deaths that are arrest-related or that occur in detention or incarceration facilities.

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

Eligibility

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

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

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

BJS may choose to fund applications submitted under this FY 2024 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Agency Contact Information

For assistance with the requirements of this funding opportunity, contact Sean Goodison, Statistician, at 202-307-0765 or AskBJS@usdoj.gov. Include “FY24FDCRP” 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. The Grants.gov Support Hotline is open 24 hours a day, 7 days a week, except on federal holidays.

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

Application Submission Information

Registration

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

The SAM.gov registration is not required for a person applying as an “individual” and not on behalf of a company; state, local or tribal government; academic institution; or other type of organization. Individuals should obtain an Employer Identification Number (EIN) and not apply using a social security number: [IRS Apply for an Employer Identification Number \(EIN\) Online](#).

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

Submission

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

Step 1: The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for](#)

[Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See the [Submission Dates and Time](#) section for application deadlines.

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

Program Description

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is seeking applications for funding for the 2024-2026 Federal Deaths in Custody Reporting Program (FDCRP).

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

With this solicitation, BJS seeks to collect data on persons who died in the custody of federal law enforcement (LE) agencies in fiscal year (FY) 24, FY 25, and FY 26, building on BJS's existing efforts. The data collection will include a web-based interface to allow federal LE agencies to identify all deaths that are arrest-related or that occur in detention or incarceration facilities.

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

Statutory Authority

Under section 302 of the Omnibus Crime Control and Safe Streets Act, BJS is authorized to "make grants to, or enter into cooperative agreements or contracts with public agencies, institutions of higher education, private organizations, or private individuals" for purposes of collecting and analyzing criminal justice data and producing reliable statistics under 34 U.S.C. § 10132(c)(1).

Specific Information

Per the federal Death in Custody Reporting Act (DICRA) statute (P.L. 113-242), the heads of federal LE agencies are required to submit a report that contains information regarding the death of any person while that person is detained, under arrest, or in the process of being arrested by federal LE officers or while in custody. In response to the legislation, BJS was designated as the official data collection agency on behalf of the Attorney General. BJS began collecting these data through the FDCRP beginning with FY 16.

The primary aims of this program are to: (1) collect complete and accurate information on all federal arrest-related, detained, and incarcerated deaths; (2) implement a consistent data collection program across all federal LE agencies; and (3) increase efficiency and timeliness of collecting, analyzing, and disseminating the data.

Arrest-related deaths occur when the event causing the death (e.g., gunshot wound, self-inflicted injury, cardiac arrest, fall from a height, or drowning) occurs while the decedent's freedom to leave is restricted by federal LE personnel acting in an official capacity or by state or local LE officers while participating in a federal LE operation. They include any death:

- Attributed to use of force by LE personnel as described above
- Occurring while the decedent's freedom to leave was restricted by LE prior to, during, or following an arrest:

- While detained for questioning or investigation (e.g., Terry stop)
 - During the process of apprehension (e.g., pursuit of criminal suspect, standoff with LE)
 - While in the custody of, or shortly after restraint by, LE (even if the decedent was not formally under arrest)
 - During transport to or from LE, detention, incarceration, or medical facilities.
- Occurring while the decedent was held in a temporary holding facility (e.g., booking centers, holding areas, staging locations) for no more than 72 hours.
 - Occurring during an interaction with federal LE personnel during a response to a medical or mental health assistance crisis (e.g., response to suicidal persons).

Detention- or incarceration-related deaths occur while the decedent is detained or incarcerated for violating federal criminal or administrative law and is housed in any facility designed to detain or incarcerate such individuals for more than 72 hours. These include all detainee or inmate deaths that occur in any federal corrections facility, pretrial facility, facility used for administrative detention, or any other facility pursuant to a contract to hold, detain, or imprison in a criminal or administrative capacity by a federal LE agency.

Solicitation Goals and Objectives

Goals

During the 36-month award, funding will support the following BJS goals:

- Develop and maintain a federal LE agency database with up-to-date points of contact for each agency.
- Collect high-quality death in custody data from federal LE agencies.
- Report on the federal deaths in LE custody during FY 24, FY 25, and FY 26.
- Archive the collected data for public use.

Objectives

Funding will support the following objectives:

Survey Management

1. Perform routine management activities (e.g., schedule and budget updates) associated with conducting the FDCRP survey.
2. Hold regular meetings of assigned staff (i.e., statisticians, survey specialists, programmers) prior to and during the data collection period to discuss schedule, budget, staffing, and other issues related to the FDCRP survey.

Universe Identification and Database Development and Maintenance

Create and/or update the list of federal LE organizations on an ongoing annual basis with new data provided by FDCRP respondents and other sources. At a minimum, the universe database should be searchable and contain up-to-date contact information, including the name, phone number, and email of the primary POC. The database also should include the current arrest, detainment or incarceration, and firearm authority status for each agency.

Data Collection

1. Perform an annual review of any changes to DICRA statutes and consult with BJS to determine any necessary changes to the survey instrument or data collection protocols.
2. Develop and/or update the survey instrument for each year of data collection, as necessary.
3. Revise and/or develop needed training materials and protocols for all staff assigned to providing survey assistance (e.g., help desk) and/or interviews with respondents (e.g., for nonresponse or data quality follow-up).
4. Create and assign case-specific user IDs and passwords for the online survey.
5. Operate a help desk (phone and email) throughout the data collection period.
6. Develop and execute a planned communications schedule to include prenotifications, survey invitations, reminders (e.g., emails, hard copy mailings), nonresponse calls, and end-of-study notifications throughout the collection period.
7. Develop and execute a data quality plan following survey submission.
8. Maintain a system for tracking the status of the data collection in real time, allowing BJS to view individual FDCRP records by collection year and generate ad hoc submission status reports. Status variables to maintain include date and mode of submission, scope, eligibility, response rate, and presence of missing items.
9. Complete the FY 24, FY 25, and FY 26 FDCRP data collections.

Deliverables

BJS is expected to produce the following deliverables as part of this award:

- Public reports on FDCRP data by fiscal year. For prior BJS reports, please see [Federal Law Enforcement Agency Deaths in Custody Reporting Program \(FDCRP\)](#).
- FDCRP data and documentation (e.g., codebooks, data definition statements, data processing notes) for archiving.

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

Federal Award Information

Awards, Amounts, and Durations

Anticipated Number of Awards: 1

Anticipated Maximum Dollar Amount per Award: \$300,000

Period of Performance Start Date: 11/1/2024

Period of Performance Duration (Months): 36

Anticipated Total Amount To Be Awarded Under This Solicitation: \$300,000

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 awards under this funding opportunity 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 [Application Resource Guide](#) for additional information.

Cost Sharing or Matching Requirement

This funding opportunity does not require a match.

Eligibility Information

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

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

An “individual” applicant may apply for this funding opportunity. If you work on grant applications on behalf of a company; state, local, or tribal government; academic institution; or other type of organization, then you are not an individual applicant. See the [“How To Apply”](#) section for information on how to apply as an individual.

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

Information System Security and Privacy Requirements

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

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

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

- Comply with the data security and confidentiality provisions detailed in 28 C.F.R. Part 22.
- 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 used by award recipients during the performance period to assess compliance with federal laws, regulations, and policies related to data management, confidentiality, and security.

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

Standards for Providing Information Technology and Publishing Support to BJS

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

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

All BJS-funded systems or applications built for managing, processing, or publishing data, absent an express agreement otherwise, shall be owned by BJS. Master databases of record shall be located on, or regularly replicated to, the OJP network. Public-facing applications shall be deployed and hosted on the OJP network and accessed via a .gov domain. The grantee

should plan for these outcomes from the start of projects. For example, application developers will need to have access to the OJP network to participate in the configuration and deployment of public-facing applications.

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

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

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

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

3. Adherence to federal standards

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

4. 21st Century Integrated Digital Experience Act

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

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

How To Apply

Application Resources

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

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

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

How To Apply

Registration

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

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

Submission

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

Step 1: After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to

apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

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

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

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

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

Applying as an Individual

The SAM.gov registration is not required for a person applying as an “individual” and not on behalf of a company; state, local, or tribal government; academic institution; or other type of organization.

An individual who wishes to apply for this funding in their personal capacity should use the Funding Opportunity Number (FON) O-BJS-2024-172117 to register with Grants.gov. Enter the FON at <https://apply07.grants.gov/help/html/help/index.htm#t=Register%2FIndividualApplicantRegistration.htm> to complete the registration form and create a username and password for Grants.gov.

Individuals should obtain an Employer Identification Number (EIN) from the Internal Revenue Service. The individual applying for an award will submit the EIN value as the Tax Identification Number (TIN). Individuals 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>.

For additional information, see the “[How To Apply](#)” section of the [Application Resource Guide](#). Follow the instructions for applying as an individual.

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by 5:00 p.m. Eastern Time on July 2, 2024.

The **full application** must be submitted in JustGrants by 5:00 p.m. Eastern Time on July 9, 2024.

To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time (i.e., waiting until the due dates identified

in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

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

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

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

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

- SAM.gov: contact the [SAM.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 p.m. ET at 866-606-8220.
- Grants.gov: contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants: contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

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

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

Waiver requests sent to the OJP Response Center must—

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

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

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

Application and Submission Information

Content of Application Submission and Available Surveys

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

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

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

Content of the SF-424 in Grants.gov

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

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

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

Content of the JustGrants Application Submission

Entity and User Verification (First Time Applicant)

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

Standard Applicant Information

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

Proposal Abstract

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

Data Requested With Application

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

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

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

Brief Applicant Entity Questionnaire

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

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; and should not exceed 20 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

This section should include a description of the purpose, goals, and objectives of the FDCRP survey. Applicants should demonstrate their knowledge of BJS, FDCRP, and the importance of the survey to the field and stakeholders.

b. Project Design and Implementation

Applicants should describe how they will achieve the goals, objectives, and deliverables outlined in this solicitation. This should include, but may not be limited to, the following tasks: project management, instrument development, frame and agency eligibility verification, administration of the survey and protocols, outreach to stakeholders, progress monitoring, and data processing. Applicants should provide a detailed description of how they would achieve the objectives and deliverables discussed in this solicitation and briefly describe the administrative costs of activities proposed.

c. Capabilities and Competencies

Applicants should describe the capabilities and competencies needed to accomplish the goals, objectives, and deliverables of the project. Applicants should assign leadership responsibility to specific individuals, both for the project overall and for key objectives and deliverables specifically. Applicants should include any subcontracts or consultants to be used in accomplishing the goals, objectives, and deliverables outlined in this solicitation.

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

Applicants should describe the process for measuring project performance, identify who will collect the data and who is responsible for performance measurements, and identify how the information will be used to guide and evaluate the project's progress. Applicants should detail the process to accurately report data to BJS on a regular basis.

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

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

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

[Note on Project Evaluations](#)

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

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

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

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

Deliverables Expected by Successful Applicants

The following deliverables are associated with the scope of work:

1. The award recipient will be responsible for establishing and maintaining the project schedule and budget, and for keeping BJS informed of progress, setbacks, and changes to the schedule, as well as other administrative duties.
 - a. Project schedule. Within 3 weeks of the award start date, the award recipient will meet with BJS to discuss the proposed project, tasks, and schedule. The award recipient will develop and propose for BJS approval a detailed timetable outlining the dates for completing each task, deliverable, and status report.
 - b. Communications. The award recipient will be responsible for maintaining communications with BJS. This includes meetings and performance reports.
 - c. Meetings. Award recipients should prepare meeting agendas and meeting minutes to document any decisions and assigned action items resulting from the following meetings:
 - i. A kickoff meeting to discuss plans and schedule activities for the project period.
 - ii. Biweekly check-in meetings during the data collection period and until the final dataset is delivered.
 - iii. Ad hoc meetings as necessary.
 - iv. A wrap-up meeting at the end of the project period to present findings and recommendations to BJS.
 - d. Decision memos. For major project milestones, deliverables, and significant changes or decisions made during the award period, the award recipient will be required to provide a written memo (specific format to be determined within the first 60 days of the award in conjunction with BJS) that documents the nature of the issue, key issues or discussion points, options considered, and any final decisions or resolutions. These will be intended to act as living documentation during the period of performance to track key changes and decisions made on project tasks.

- e. Performance reports. Award recipients will provide the following performance reports:
 - i. Monthly performance reports to the BJS program manager detailing project status, expenditures, response rates, collection issues, and any items of importance to the projects, due 15 days after the end of each month or at a time mutually determined between BJS and the award recipient.
 - ii. Biweekly performance reports to the BJS program manager during the data collection with response rates, nonresponse follow-up, data quality follow-up, and other related metrics.
 - iii. Quarterly financial reports uploaded to JustGrants.
 - iv. Semi-annual reports on status of the award, deliverables, and expenditures uploaded to JustGrants.
 - f. Other documentation as requested. Award recipients will be required to provide any other documentation that might be requested during award review or monitoring.
2. 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 Program Manager and must submit it to BJS for review and approval no later than 60 days after the award start date. The award recipient must maintain an updated version of its DMP throughout the program period and receive written BJS approval before changing the approved plan. The award recipient must submit, as applicable, an updated copy of the DMP for review with its semi-annual performance reports and at any time upon BJS's request. A model DMP is available on the BJS website at [Human Subjects Protection, Confidentiality, and Data Management Plan Requirements | Bureau of Justice Statistics](#).

- 3. Formatted FDCRP instrument(s) for telephone and online administration.
- 4. The award recipient will develop, test, and implement a web-based data collection tool that minimizes burden in data submission. The website must be developed with nonproprietary software available to the government and industry in compliance with the government's desire for portability in applications. BJS retains all rights to the source code used to produce the website. The website will:
 - a. Implement a user-friendly interface for data collection based on proven methods for enhancing responses and reducing burden.
 - b. Build in server-based error-checking mechanisms that check data ranges to minimize the need for follow-up contact.
 - c. Allow respondents to print a blank PDF form for preview or data entry.
 - d. Allow respondents to save partial entries and complete data submission in multiple sessions.
 - e. Allow respondents to save a PDF version of the completed survey form that reflects their data as entered.

- f. Allow BJS staff to view individual respondents' data and download a partial or full data file.
- g. Allow BJS staff to track nonresponse follow-up (NRFU) and data quality follow-up (DQFU) activities for individual respondents.
- h. Require user authentication for most functions, including submitting data and viewing respondents' data.

BJS will review and approve website functionalities and user interface proposed by the award recipient. Furthermore, BJS will conduct a usability test of the web tool. In addition to the time for internal testing, the award recipient should allow 6 weeks for BJS testing and implementation of requested modifications. Although the web-based tool will be the primary means for data submission, in developing this plan the award recipient also should consider PDF and handwritten submissions of survey data and the possibility of a small number of responses being provided directly from a respondent in a non-standardized format.

- 5. Communication materials, including the notification and invitation emails and letters to respondents, nonresponse follow-up communication, and phone scripts.
- 6. Bi-weekly production reports provided during data collection that include paradata monitoring, participation rates, and data quality and completeness. Reports also should track project costs and timelines to confirm adherence to project schedule and budget.
- 7. Imputation plans for item nonresponse (if necessary).
- 8. Datasets and associated documentation during and after the data collection period to include:
 - a. Universe file of federal LE organizations, provided in searchable format.
 - b. Updated survey instruments.
 - c. Final pre-processed (raw) dataset that includes all data collected.
 - d.
 - e. Status file (eligibility, disposition (refusal, complete, ineligible), submission method, and date).
 - g. Final Analytic data file (survey responses edited and imputed, weights (if necessary), full-frame data) with all documentation necessary to utilize the file (e.g., preliminary and final codebooks, description of weighting procedures, variable descriptives etc.).
 - h. An examination of potential nonresponse bias if final response Program objectives and deliverables should be included in one timeline.
 - i. rate falls below 85%.
- 9. FDCRP data and documentation (e.g., codebooks, data definition statements, data processing notes) for archiving. The collection agent will be required to work with BJS staff to determine the final requirements for archiving the data; however, at minimum it should be assumed that this will include a clean public-use data file with all final variables of interest, a final codebook in the format required for archiving at the National Archive of Criminal Justice Data (NACJD), and a crosswalk to the previous instrument (if necessary).
- 10. End-of-study report. The award recipient will provide an end-of-study technical report that includes, at a minimum, summary of the administration of the program with an actual project timeline, changes or modifications from prior administrations, a full methodology, an assessment of unit and item response rates and nonresponse error (if appropriate), and lessons learned and challenges encountered in the data collection.

Program objectives and deliverables should be included in one timeline. This report may be split into multiple documents at the discretion of BJS.

The award recipient also should expect to assist BJS in producing the following deliverables as part of this award:

- Public reports on FDCRP data by fiscal year. For prior BJS reports, please see [Federal Law Enforcement Agency Deaths in Custody Reporting Program \(FDCRP\)](#).

Budget and Associated Documentation

Funding Restrictions

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

Budget Detail and Narrative Web-Based Form

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

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

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

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

Costs Associated With Language Assistance (if applicable)

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

Budget/Financial Attachments

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

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

Indirect Cost Rate Agreement (if applicable)

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III –

VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

Consultant Rate (if applicable)

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

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

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

Disclosure of Process Related to Executive Compensation

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.

Tribal Authorizing Resolution (if applicable)

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 [Application Resource Guide](#) for information on tribal authorizing resolutions.

Letters of Support (if applicable)

Applicants should include, for each named supporting entity, a signed letter of support that outlines the supporting entity's reasons for supporting for the project. Applications submitted from two or more entities are encouraged to submit signed letters of support that provide a detailed description of why the proposed project should receive federal funding.

Each letter of support may include the following: (1) a description of the relationship between the applicant entity and the supporting entity; (2) a description of the need and what benefits would be gained from the project; (3) a description of the applicant's capacity to complete the

proposed project. Letters of support should be signed and then submitted as one separate attachment to the application in JustGrants.

[Research and Evaluation Independence and Integrity Statement \(if applicable\)](#)

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 the 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 members, 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, is available at [Human Subjects Protection, Confidentiality, and Data Management Plan Requirements | Bureau of Justice Statistics](#).

[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:

- Description of the Issue (5%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (40%): 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 (15%): evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
- Budget (10%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

Other important considerations for 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 SAM.gov and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

Review Process

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

Federal Award Administration Information

Federal Award Notices

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

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional

information and resources on evidence-based programs or practices (programs or practices that have been evaluated as effective), see the [Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

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

Administrative, National Policy, and Other Legal Requirements

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

Civil Rights Compliance

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

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

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
Secure FDCRP data collection activities that result in response rates of 90% or higher each year, for the duration of the project period.	Achieve a 90% response rate for critical FDCRP survey items Number of data collections completed on time	Datasets and associated documentation as specified by BJS to include but not limited to: Universe file of federal law enforcement organizations

	<p>Number of deliverables that meet expectations as defined by BJS</p> <p>Percentage of data requests that are completed on time (within 1 business day of request) and adhere to data quality standards.</p>	<p>Updated survey instruments</p> <p>Final pre-processed (raw) dataset</p> <p>Status file</p> <p>Preliminary code book</p> <p>Syntax as defined by BJS</p> <p>Final Analytic data file</p> <p>Nonresponse bias report (if applicable)</p> <p>Staff training materials</p> <p>Reports and updates in real time on the status of the collection and database.</p> <p>Data Management Plan within 90 days of accepting the award and with all updated versions throughout the life of the project period.</p> <p>Notification to BJS within 1 hour of any security incidents that impacts a FISMA-defined information system used to support award activities</p> <p>A final codebook in the format required for archiving at the National Archive of Criminal Justice Data (NACJD)</p> <p>End of Study technical report</p>
The development of a	Number of deliverables that	A web-based data collection

<p>multimode high functioning data collection tool that minimizes burden in data submission by the general schedule set between BJS and the award recipient.</p>	<p>meet expectations as defined by BJS</p> <p>Zero error rate for data collection tool</p>	<p>tool (i.e., survey) capable of supporting alternative data submission methods (i.e., file transfer) and various technical requirements as specified by BJS.</p> <p>Raw data converted to a standardized format for the FDCRP database of death record.</p> <p>Survey revisions as requested.</p> <p>FDCRP collection forms submitted to BJS per fiscal year, to include: CJ-13, CJ-13A, and CJ-13B forms completed by federal agencies.</p> <p>Analysis ready data converted into a usable format.</p> <p>Annually deliver the federal LE agency frame, to include verification checks of annual data submitted by agencies and maintenance.</p>
<p>An updated universe database of current federal law enforcement agency death records accessible per fiscal year.</p>	<p>Number of records in the database (resulting from data converted from the data collection tool)</p> <p>Percentage of records in the database that are complete and accurate.</p>	<p>Number of records in the database that are determined by BJS to be complete and accurate based upon all federal arrest-, detained-, and incarcerated-related deaths to include (1) individual death records for each death occurring in the custody of a federal LE agency, and (2) complete and accurate summary information.</p>

<p>Implement effective strategies that ensure proficient survey management and communication with the BJS project manager throughout the duration of the project period.</p>	<p>The percentage of participants that complete assigned trainings.</p> <p>Number of deliverables that meet expectations as defined by BJS</p>	<p>A list of staff assigned to the program that complete data security and confidentiality training.</p> <p>Data management plan</p> <p>Meeting agendas and minutes</p> <p>Decision memos</p> <p>Performance reports</p> <p>Communication materials</p> <p>Bi-weekly production reports</p> <p>A kickoff meeting to discuss plans and schedule activities for the project period.</p> <p>Biweekly check-in meetings during the data collection period and until the final dataset is delivered.</p> <p>A wrap-up meeting at the end of the project period to present findings and recommendations to BJS.</p>
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Application Checklist

BJS FY24 Federal Law Enforcement Agency Deaths in Custody Reporting Program, 2024-2026

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/financialguidedoj/iii-postaward-requirements#6g3y8> (see [Application Resource Guide](#)).

Review the Overview of Post-Award Legal Requirements

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

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$300,000

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 (*unless applicant is an individual*), 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 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

- Tribal Authorizing Resolution (see [Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (if applicable) (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- Letters of Support (if applicable)
- Resumes of key personnel
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)

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 also will receive a notification in the “bell” alerts confirming submission.

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

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

Standard Solicitation Resources

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

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

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

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

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