

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



FY 2023 Law Enforcement Core Statistics (LECS) Program

Assistance Listing Number # 16.734

Grants.gov Opportunity Number: O-BJS-2023-171706

Solicitation Release Date: April 12, 2023

Step 1: Application Grants.gov Deadline: June 12, 2023, 8:59 PM ET

Step 2: Application JustGrants Deadline: June 19, 2023, 8:59 PM ET

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) seeks applications for funding to administer the Law Enforcement Core Statistics (LECS) Program. As the primary source for criminal justice statistics in the United States, BJS is responsible for collecting, analyzing, publishing, and disseminating statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This program furthers the DOJ's mission by promoting cooperative law enforcement partnerships and advancing effective criminal justice programs using rigorous research and statistics.

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

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

City or township governments, County governments, For profit organizations other than small businesses, Individuals, Native American tribal governments (Federally recognized), Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of

higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, Small businesses, Special district governments, State governments

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

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

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

Contact Information

For assistance with the requirements of this solicitation, contact Elizabeth Davis, BJS Statistician, at AskBJS@usdoj.gov with "FY2023LECS" in the subject line.

Pre-application Information Session

BJS will hold a solicitation webinar on **May 18, 2023, from 1:00-2:00 PM ET**. This call will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. Preregistration is required for all participants. Register by clicking on this link <https://ojp.webex.com/weblink/register/r47387b699c39b4054cd96ef7fc727725>

and following the instructions. To use the time most efficiently, BJS encourages participants to review the solicitation and submit any questions they may have in advance and no later than **May 11, 2023, at 8:59 PM ET**. Submit your questions to AskBJS@usdoj.gov with the subject line "Questions for FY2023LECS Webinar."

Submission Information

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

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

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

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

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

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

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

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Program Description

Overview

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

With this solicitation, BJS seeks applications for funding to administer the FY 2023 Law Enforcement Core Statistics (LECS) program. BJS has conducted surveys of law enforcement agencies (LEAs) and will update that collection with this solicitation. The LECS will focus on the organizational characteristics of LEAs to provide accurate and timely national statistics about the personnel, operations, policies, and procedures of federal, state, county, local, and tribal LEAs in the United States. The LECS includes BJS's two core law enforcement collections: the Law Enforcement Management and Administrative Statistics (LEMAS) survey and the Census of State and Local Law Enforcement Agencies (CSLLEA).

Statutory Authority

34 U.S.C. § 10132

Specific Information

The LECS captures critical data on the management and administration of LEAs in a systematic and efficient manner through the sequential administration of the LEMAS and CSLLEA data collections. These programs are described below.

LEMAS

The LEMAS core survey is the most systematic and comprehensive source of national data on law enforcement personnel, expenditures and pay, operations, equipment, computers and information systems, and policies and procedures. It provides national estimates for all state, county, and local general-purpose LEAs (i.e., any public agency with one or more sworn officers whose patrol and enforcement responsibilities are primarily delimited by the boundaries of a municipal, county, or state government) based on a nationally representative sample of agencies. LEMAS core surveys have been conducted periodically since 1987. Data collected provide information on current issues and trends in law enforcement practices in the United States. These data have been used in policymaking, planning, and budgeting at all levels of government.

LEMAS surveys are administered to a sample of general-purpose state and local LEAs. Agencies with 100 or more full-time sworn officers are selected with certainty, while those with fewer than 100 full-time sworn officers are sampled based on agency size and type, typically producing a sample size of about 3,500 agencies. The most recent LEMAS

survey was administered for 2020 under the solicitation *FY 2019 Law Enforcement Core Statistics (LECS) Program*. Prior to 2020, the LEMAS utilized a single survey instrument for the entire sample. The 2020 LEMAS utilized two survey instruments: one for local departments and primary state police agencies (with 45 survey items) and one for sheriffs' offices (with 47 survey items). Both covered descriptive information, personnel, operations, community policing, equipment, technology, policies and procedures, and special problems/tasks.

Data collection for the 2020 LEMAS survey was completed in 2021, and the overall response rate was 78.1%. Historically, the response rate has been 90% or higher, but prior to the 2016 LEMAS, surveys were fielded for much longer. The 2020 LEMAS was fielded for 8 months (January 2021–September 2021). A high rate of response and low rates of missing data are expected in BJS law enforcement surveys and are expected by Office of Management and Budget (OMB) standards for federal statistical programs. For the 2020 survey, agencies could respond to a web-based survey or by mail, email, or fax. Multiple survey modes and thorough nonresponse follow-up led to high response rates. More information on the LEMAS survey can be found at <https://bjs.ojp.gov/data-collection/law-enforcement-management-and-administrative-statistics-lemas>.

CSLLEA

The CSLLEA has been conducted regularly since 1992. It enumerates all publicly funded state, county, local, and tribal LEAs operating in the United States and provides complete personnel counts from about 18,000 LEAs. The most recent complete administration was in 2018, and the overall response rate was 92.5%. Historically, the CSLLEA has achieved at least a 98% response rate.

For purposes of the CSLLEA, an LEA is a publicly funded government entity responsible for enforcing laws, maintaining public order, and promoting public safety. To be within scope, an LEA must employ the equivalent of at least one full-time sworn officer with general arrest powers. The CSLLEA collects information from local police departments, sheriffs' offices, state LEAs, and special-jurisdiction agencies. Local police departments include municipal, county, and regional police that are granted authority from the local governing body. Sheriffs' offices are generally empowered by the state to enforce laws at the county level. Special-jurisdiction agencies provide police services in areas within another jurisdiction. They are usually full-service departments with law enforcement authority in parks, transportation assets (e.g., airports or subways), housing authorities, schools, hospitals, government buildings, or tribal lands.

CSLLEA data serve as the sampling frame for the LEMAS survey, so it is important that the CSLLEA identify and record a complete census of agencies. More information on the CSLLEA can be found at <https://bjs.ojp.gov/data-collection/census-state-and-local-law-enforcement-agencies-csllea>.

Goals, Objectives, and Deliverables

Goals

The goal of the FY 2023 LECS Program is to provide accurate and timely national statistics about the personnel, operations, policies, and procedures of federal, state, county, local, and tribal LEAs in the United States.

Objectives

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

To achieve the goal of providing accurate and timely national statistics about the personnel, operations, policies, and procedures of federal, state, county, local, and tribal LEAs in the United States, the award recipient will work closely with BJS on the following main objectives:

1. Field the LEMAS survey in 2024.
2. Rebuild the agency universe and field the CSLLEA in 2026.
3. Develop recommendations to administer the LEMAS on a more frequent, and potentially annual, basis, including determining what content would be covered regularly and if there is space for additional content either as part of the standard questionnaire or as a periodic addition.
4. Develop, test, and field a LEMAS supplemental survey in 2027.
5. Maintain an active roster of in-service LEAs with detailed documentation to track agency status and changes.

Deliverables

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

The applicant should briefly describe how it would accomplish each deliverable in the time frame specified and estimate the costs associated with each. This should include (1) a description of the specific strategies or innovative approaches the applicant would conduct to meet each outcome, (2) a description of the capabilities and demonstration of the expertise that will enable the applicant to successfully meet each outcome, and (3) cost estimates for performing the work. The application should describe the applicant's knowledge of the challenges and complexities associated with developing the survey instrument, designing the samples, achieving adequate response rates to minimize bias, and the proposed approaches to collecting data.

The recipient of funds will complete all work associated with successfully fielding and delivering data for these collections, according to the time frames BJS establishes. The specific tasks for each collection are described below. Although they may vary, the tasks generally include instrument design; frame development or sample design; OMB clearances; survey administration procedures, including mixed mode as necessary; data collection and verification; sample maintenance and assessments of bias in responses; weighting and imputation; and dataset preparation and delivery, including codebooks and documentation.

Task 1: Program management (all years)

- a. **Program timeline:** Within 3 weeks of the award start date, the recipient of funds will meet with BJS to discuss the proposed tasks. The recipient of funds will then develop and propose, for BJS approval, a detailed timetable outlining the completion dates for each task, the delivery date for each deliverable and status report, and the dates for scheduled meetings.
- b. **Communications strategy:** Applications should include a communications strategy that addresses how the recipient of funds will keep BJS informed about program planning, development, and management.
- c. **Meetings:** Applicants should plan for travel for several meetings, including—
 - i. annual kickoff meetings at BJS to discuss plans and schedule activities for the upcoming program year.
 - ii. stakeholder meeting(s) as directed by BJS. These will involve meetings with experts and stakeholders that focus on the LEMAS supplemental survey and research and development (see Task 4 and Task 5, subsection a). A minimum of one stakeholder meeting may be required for the LEMAS supplemental survey and one stakeholder meeting for the LEMAS developmental work. Applicants should determine the necessity of an expert panel meeting for these tasks; consider various meeting options, including in-person, hybrid, or virtual gatherings; and budget accordingly. Stakeholder meetings are not expected for the 2024 LEMAS core survey or 2026 CSLLEA.
- d. **Progress reports:** Award recipients will—
 - i. provide semiannual reports on the status of the award, deliverables, and expenditures uploaded into the OJP JustGrants System.
 - ii. provide quarterly financial reports uploaded into the OJP Grant Management System.
 - iii. provide monthly, written reports that update the status on areas such as tasks, timeline, and expenditures.
 - iv. during data collection, provide reports on the status of sample collection and paradata, such as the number of interviews worked per reporting period, response rates, field costs, and so forth.
- e. **Quality assurance plan and decision memos:** Project documentation and continuity are critical for any award, particularly for programs with concurrent

tasks, awards that require multiyear planning strategies, and awards with funding dependent on performance. The recipient of funds will develop and maintain a quality assurance plan (QAP) and provide detailed memos to BJS at all key decision points in the award.

The recipient of funds will complete the QAP in collaboration with the BJS Program Manager and submit it to BJS for review and approval no later than 60 days after the award start date. The award recipient will maintain an updated version of its QAP throughout the program period and receive written BJS approval prior to making changes to the approved plan. The award recipient must submit an updated copy of the QAP for review with its semiannual progress reports and at any time upon the request of BJS.

The QAP should include planning for all decision memos. These decision memos should be used to document milestones or changes made to the project plan. The memos should include documentation on the nature of the problem being addressed, the decision process, and the effect or result of the action taken. Examples of key decision points requiring a memo include but are not limited to: results of frame cleaning; when a sample design is finalized; or when changes to planned work are required. The recipient of funds will be expected to keep an active log of all decision memos indicating their status (e.g., in preparation, under review, approved, etc.).

- f. **Data Management Plan:** The recipient of funds is required to develop and maintain a BJS-approved data management plan (DMP). The DMP should provide general program information and describe the specific procedures by which data collected under BJS's authority for the program will be collected or acquired, received, handled, processed, stored, transferred, and disposed during the award period. For programs including information identifiable to a private person or personally identifiable information (PII), the DMP should complement the information provided in the Privacy Certificate (28 C.F.R. § 22.23) to describe data security and confidentiality controls. The recipient of funds will complete the DMP in collaboration with the BJS Program Manager and must submit it to BJS for review and approval no later than 60 days after the award start date. The award recipient must maintain an updated version of its DMP throughout the program period and receive written BJS approval before changing the approved plan. The award recipient must submit, as applicable, an updated copy of the DMP for review with its semiannual 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](#).

Required deliverables: (1) A written timeline for the entire program (all tasks) with the design and program tasks fully specified, (2) biweekly program meetings, (3) semiannual

reports as required by OJP, (4) quarterly financial reports as required by OJP, (5) progress reports due within 15 business days after the end of each month or at a time determined mutually between BJS and the successful applicant, (5) memos for key project decisions and changes and memo log, and (6) a QAP and DMP due within 60 days of award start date.

Task 2: 2024 LEMAS core survey

Target dates:

- Begin data collection in September/October 2024.
- Conclude data collection by March/April 2025.
- Final data received by July/August 2025.

Successful implementation of the 2024 LEMAS will require instrumentation, representative sampling, multimodal administration and follow-up, precise data verification techniques, and effective time management to meet a program deadline of summer 2025.

- a. **Instrumentation:** The recipient of funds will work with BJS to finalize the 2024 LEMAS instrument so that data collection can begin no later than September 2024. BJS will provide key indicators for the core questionnaire and will work with the recipient of funds to ensure that the final survey items are constructed so that estimates from the 2024 LEMAS can be compared to estimates from past LEMAS surveys. The final questionnaires will be approved by BJS prior to administration. Applicants should recommend the primary mode of administration for the survey.

BJS provides: Survey items and key indicators for core questionnaire finalization.

Required deliverables: (1) Draft and final survey instruments and (2) program specifications, including data checks, if a web survey is proposed.

- b. **Sampling:** BJS is currently fielding the 2022 CSLLEA, an enumeration of approximately 18,000 LEAs. The recipient of funds will utilize the results to draw a nationally representative sample for surveying. The sample is typically composed of approximately 3,500 state, county, and local general-purpose LEAs stratified by agency size and type. The recipient of funds will assess the current sampling strategy to confirm it is appropriate for the 2024 LEMAS. (See “Methodology” in [Local Police Departments Personnel, 2020](#) (NCJ 305187, BJS, November 2022) and [Sheriffs’ Offices Personnel, 2020](#) (NCJ 305200, BJS, November 2022).) It is anticipated that the 2022 CSLLEA results will be recent enough to provide a satisfactory enumeration of active LEAs in the nation. However, the applicant should be prepared for minor review and updating to produce the final LEMAS frame.

BJS provides: 2022 CSLLEA frame.

Required deliverables: (1) A completed sample file with agency identifiers to allow for records linkage and detailed point of contact (POC) information.

- c. **OMB clearance:** The recipient of funds will work with BJS to prepare and provide draft materials for OMB clearance for the program. These materials include the 30- and 60-day notices, Form 83i, supporting statement, and copies of all survey documents, including but not limited to questionnaires, all instructions and follow-up documents, and any telephone scripts. BJS will provide sample documents as needed. Applicants should plan on a period of 6 months to obtain clearance, which includes BJS internal review. OMB clearance must be obtained by August 2024.

Required deliverables: (1) Draft materials for OMB clearance for the information collection.

- d. **Survey administration and data collection procedures:** Applicants should provide a description of the survey protocols they propose to implement, including quality control procedures, administration techniques to ensure data quality and completeness to minimize bias in the estimates, and recommended survey mode (s). The plan should include a data collection period of 7 months (September/October 2024 to March/April 2025). The recipient of funds will be expected to detail all survey protocols and also develop the proposed data edits, data conversion, nonresponse adjustment procedures, and data documentation for BJS review. Data edits and processing must be documented thoroughly for verification.

The recipient of funds must ensure that POC information is current. Applicants should document how this can be achieved. Applicants should also describe the methods that will be used to ensure high response rates, including nonresponse follow-up procedures and marketing plans.

The recipient of funds must have a system in place to verify the consistency, accuracy, and nonresponse of completed surveys and should conduct verification throughout the process to minimize nonresponse bias. The recipient of funds will present a plan to describe nonresponse bias and data quality procedures. The recipient of funds must provide summary reports about the status of the collection, including the overall response rate, response rate for selected subsets (such as all strata in the sample design), assessment of nonresponse bias, and other information to be determined in conjunction with the BJS Program Manager. Most prior LEMAS surveys have achieved at least an 80% response rate. BJS's primary goals for the 2024 LEMAS survey are to achieve a similarly high response rate

and to minimize bias in attaining national representation. The recipient of funds must minimize bias in unit and item response rates, subject to cost and time constraints. Applicants should provide a statement of the approaches they will take to identify and minimize bias, including a discussion of nonresponse bias analysis plans if unit nonresponse rates fall below 80% and imputation procedures for items that are missing.

Required deliverables: (1) The operational electronic data collection method; (2) written documentation of data processing procedures and data cleaning, including any required decision memos laid out in the QAP; (3) field progress reports on any problems with data collection activities and corresponding remedial action, along with a written report of findings from the survey administration that includes unweighted counts, based on the data; (4) weekly reports to assess response rates, data quality, and nonresponse bias; (5) marketing plan and materials, (6) preliminary raw data when 50% and 75% response rates in SPSS are achieved; and (7) detailed documentation of all modifications to the raw data file.

- e. **Final verification and dataset:** The recipient of funds must conduct final verification procedures before delivering a final dataset to BJS. Data issues must be reported to BJS for resolution before final submission. The recipient of funds must provide a well-developed and justified approach to addressing item-specific missing or incomplete data, including any proposed data allocation, imputations, or nonresponse adjustments.

The recipient of funds will produce a final data file following BJS specifications. In addition to respondent data, the recipient of funds will collect and merge into the final data file U.S. Census Bureau population data to generate population-served estimates for general-purpose LEAs. The recipient of funds will also provide supporting documentation, including a final report and codebook documentation. Documentation should also describe the sampling plan, performance of the sample, description of weighting procedures, and codes that identify aspects of data quality from the collection (such as missing data and imputed values) that allow users to appropriately analyze the data.

Required deliverables: (1) Documentation of any data challenges, (2) a raw status file and final cleaned dataset, and (3) a final study report and codebook documentation.

Task 3: 2026 CSLLEA

Target dates:

- Begin data collection by September/October 2026.
- Conclude data collection by May/June 2027.
- Final data received September 2027.

Successful implementation of the 2026 CSLLEA will mirror the implementation requirements of the 2024 LEMAS survey to meet a program deadline of fall 2027.

- a. **Instrumentation:** BJS will take the lead in developing the core measurement items to allow for comparisons to past CSLLEA data. The recipient of funds will assist in item development as needed in addition to item comparisons over time. BJS will approve the final questionnaire before administration. Applicants should recommend the survey's primary mode of administration.

BJS provides: Previous CSLLEA instruments.

Required deliverables: (1) Draft and final survey instruments and (2) program specifications, including data checks, if a web survey is proposed.

- b. **Universe/frame development:** BJS is currently fielding the 2022 CSLLEA and obtaining POC and address information for in-scope agencies. The 2022 CSLLEA will serve as the base universe list for the 2026 CSLLEA. Applicants should outline sources and other methods to update the 2022 CSLLEA agency list for the 2026 collection, to include POC updates obtained through the 2024 LEMAS survey. The recipient of funds will explore issues incurred during previous iterations of the CSLLEA, such as duplicate agencies, parent/child agency relationships, special-jurisdiction agencies, and correctly identifying the population served by agencies. With BJS's approval of a plan to update the universe, the recipient of funds will proceed with the update, produce detailed documentation on the steps taken to do so, and develop and execute a quality control process that ensures the universe's integrity. Applicants should be familiar with these issues and briefly propose methods for identifying the appropriate LEA staff to serve as respondents.

BJS provides: 2022 CSLLEA frame.

Required deliverables: (1) A completed frame file with agency identifiers and detailed current POC information, (2) detailed documentation identifying any changes made and the reasons behind the changes, and (3) a memo documenting the process, sources, and quality control checks used to finalize the frame.

- c. **OMB clearance:** The recipient of funds will work with BJS to prepare and provide draft materials for any OMB clearances necessary for the program. At minimum, this will involve materials for the full data collection, including the 30- and 60-day notices, Form 83i, the supporting statement, the justification memorandum, and copies of all survey documents, including but not limited to questionnaires, all instructions and follow-up documents, and any telephone scripts. In addition, a generic clearance may be required for frame development or cognitive testing (if significant updates to the 2022 instrument are needed). BJS will provide sample

documents as needed. Applicants should plan on a period of 6 months to obtain clearance, which includes BJS internal review. Full OMB clearance must be obtained by August 2026.

Required deliverables: (1) Draft materials for any necessary OMB clearances.

- d. **Survey administration and data collection procedures:** The recipient of funds should provide a detailed plan on the survey protocols to be implemented, including quality control procedures, administration techniques to ensure at least a 98% response rate within a 9-month data collection period (September/October 2026 to May/June 2027), and multiple survey administration modes. The recipient of funds will develop the proposed data edits, data conversion, nonresponse adjustment procedures, and data documentation for BJS review. The recipient of funds will document all data edits and processing thoroughly for verification and implement the same methods and tracking used for the 2024 LEMAS.

The 2018 CSLLEA achieved a 92.5% response rate, and CSLLEA waves prior to 2018 achieved at least a 98% response rate. Applicants should provide a statement of the approach(es) they will take to ensure a high response rate and methods that may be employed if the response rate is less than 98%, to have an accurate census of LEAs in the United States.

Required deliverables: (1) The operational electronic data collection method; (2) written documentation of data processing procedures and data cleaning; (3) field progress reports of any problems with data collection activities and corresponding remedial action, along with a written report of findings from the survey administration, including unweighted counts, based on the data; (4) weekly reports to assess response rates, data quality, and nonresponse bias; (5) a marketing plan and materials, (6) preliminary raw data when 50%, 75%, and 90% response rates in SPSS are achieved; and (7) detailed documentation of all modifications to the raw data file.

- e. **Final verification and dataset:** The recipient of funds should employ the same methods detailed in *Task 2, subtask e*. Final dataset delivery should be done by September 2027.

Required deliverables: (1) Documentation of any data challenges, (2) a raw status file and final cleaned dataset, and (3) a final study report and codebook documentation.

Task 4: 2027 LEMAS supplemental survey

Target dates:

- Begin data collection in September/October 2027.

- Conclude data collection by March/April 2028.
- Final data received by July/August 2028.

Successful implementation of the 2027 LEMAS supplemental survey will require instrumentation, representative sampling, multimodal administration and follow-up, precise data verification techniques, and effective time management to meet a program deadline of summer 2028.

- Instrumentation:** The recipient of funds will develop and cognitively test a LEMAS supplemental survey. Applicants should outline the process they would use to develop recommendations for the supplemental survey, the process they would use to draft the instrumentation, and how the instrument would be tested. Applicants are encouraged to generate survey ideas based on salient topics or gaps in the current statistical information pertaining to LEAs. The final topic for the supplemental survey will be determined by BJS after considering the provided options. The LEMAS supplemental instrument should involve no more than 2 hours' burden per survey and preferably less time. Applicants should describe how they would develop the instrumentation and the process they would use to develop a final set of instruments, including any engagement with stakeholders.

Required deliverables: (1) Draft and final survey instruments and (2) program specifications, including data checks, if a web survey is proposed.

- Sampling:** The recipient of funds will use the 2026 CSLLEA results to draw a nationally representative sample for surveying. The recipient of funds will assess the sampling strategy used for the forthcoming 2023 LEMAS supplemental survey to confirm it is appropriate for the 2027 LEMAS supplemental survey. It is anticipated that the 2026 CSLLEA results will be recent enough to provide a satisfactory enumeration of active LEAs in the nation. However, the recipient of funds should be prepared for minor review and updating to produce the final frame for the LEMAS supplemental survey.

BJS provides: 2026 CSLLEA frame.

Required deliverables: (1) A completed sample file with agency identifiers to allow for records linkage and detailed POC information.

- OMB clearance:** The recipient of funds will work with BJS to prepare and provide draft materials for OMB clearance for the program. These materials include the 30- and 60-day notices, Form 83i, supporting statement, and copies of all survey documents, including but not limited to questionnaires, all instructions and follow-up documents, and any telephone scripts. A generic clearance will be required for cognitive testing of the LEMAS supplemental survey. BJS will provide sample documents as needed. Applicants should plan on a period of 6 months to obtain

clearance, which includes BJS internal review. OMB clearance must be obtained by August 2027.

Required deliverables: (1) Draft materials for any necessary OMB clearances.

- d. **Survey administration and data collection procedures:** Applicants should provide a description of the survey protocols they propose to implement, including quality control procedures, administration techniques to ensure data quality and completeness to minimize bias in the estimates, and recommended survey mode (s). The plan should include a data collection period of 7 months (September/October 2027 to March/April 2028). The recipient of funds will be expected to detail all survey protocols and develop the proposed data edits, data conversion, nonresponse adjustment procedures, and data documentation for BJS review. Data edits and processing must be documented thoroughly for verification.

The recipient of funds must ensure that POC information is current. Applicants should document how this can be achieved. Applicants should also describe the methods that will be used to ensure high response rates, including nonresponse follow-up procedures and marketing plans.

The recipient of funds must have a system in place to verify the consistency, accuracy, and nonresponse of completed surveys and should conduct verification throughout the process to minimize nonresponse bias. The recipient of funds will present a plan to describe nonresponse bias and data quality procedures. The recipient of funds must provide summary reports about the status of the collection, including the overall response rate, response rate for selected subsets (such as all strata in the sample design), assessment of nonresponse bias, and other information to be determined in conjunction with the BJS Program Manager. Most prior LEMAS surveys have achieved at least an 80% response rate. BJS's primary goals for the 2027 LEMAS supplemental survey are to achieve a similarly high response rate and to minimize bias in attaining national representation. The recipient of funds must minimize bias in unit and item response rates, subject to cost and time constraints. Applicants should provide a statement of the approaches they will take to identify and minimize bias, including a discussion of nonresponse bias analysis plans if unit nonresponse rates fall below 80% and imputation procedures for items that are missing.

Required deliverables: (1) The operational electronic data collection method; (2) written documentation of data processing procedures and data cleaning, including any required decision memos laid out in the QAP; (3) field progress reports on any problems with data collection activities and corresponding remedial action, along with a written report of findings from the survey administration that includes unweighted counts, based on the data; (4) weekly reports to assess response rates, data quality, and nonresponse bias; (5) marketing plan and materials, (6)

preliminary raw data in SPSS when 50% and 75% response rates are achieved; and (7) detailed documentation of all modifications to the raw data file.

- e. **Final verification and dataset:** The recipient of funds must conduct final verification procedures before delivering a final dataset to BJS. Data issues must be reported to BJS for resolution before final submission. The recipient of funds must provide a well-developed and justified approach to addressing item-specific missing or incomplete data, including any proposed data allocation, imputations, or nonresponse adjustments.

The recipient of funds will produce a final data file following BJS specifications. In addition to respondent data, the recipient of funds will collect and merge into the final data file U.S. Census Bureau population data to generate estimates of populations served by general-purpose LEAs. The recipient of funds will also provide supporting documentation, including a final report and codebook documentation. Documentation should also describe the sampling plan, performance of the sample, description of weighting procedures, and codes that identify aspects of data quality from the collection (such as missing data and imputed values) that allow users to appropriately analyze the data.

Required deliverables: (1) Documentation of any data challenges, (2) a raw status file and final cleaned dataset, and (3) a final study report and codebook documentation.

Task 5: Research and development

The research and development work will focus on (1) developing and pilot testing a plan to adapt the LEMAS survey into a more frequent, possibly annual, collection and (2) continuous maintenance of an active roster of in-service LEAs.

The goal of the first activity is to administer a data collection within a relatively short time frame to provide relevant and more timely statistical information on LEAs. The goal of the second activity is to reduce the need to redevelop a frame for the core law enforcement collections before each collection and have robust documentation to track changes to the roster and to ensure quality control of the roster.

- a. **LEMAS developmental work:** BJS is interested in exploring the possibility of fielding the LEMAS more frequently than the current 4-year cycles for core and supplemental surveys, possibly starting as early as 2025. The goal of more frequent iterations is to provide timely data with quicker release timelines. Any proposal should broadly address how the applicant would produce ideas for survey content, methodological options for more frequent survey waves, and ways to reduce or limit burden on responding agencies. The proposal should also consider how the applicant will maintain the ability to produce national statistics with acceptable standard errors and maintain comparability of key measures to

prior LEMAS collections. Applicants should demonstrate a capability to engage the full range of LEMAS stakeholders.

The applicant should propose options that may include but are not limited to a redesigned core and supplement structure in which the core survey consists of a small set of standardized questions plus additional rotating questions for supplements, or rotating or split samples, or alternative follow-up schedules. Other issues for consideration include the survey length, timing of survey administration, and use of outside information to supplement survey data. The recipient of funds will be expected to investigate what real-time information can be used from the 2024 LEMAS and other prior data collections to help inform this proposal.

Across its various LEA data collections, BJS has had an LEA survey in the field in 6 of the last 7 years. As higher response rates are getting more difficult to achieve and there is concern in potentially overburdening agencies, applicants are encouraged to examine these recent collections and their response rates to discuss expected response rates and data quality in the proposed redesigned LEMAS survey structure.

If fielding the LEMAS more frequently is deemed feasible, the recipient of funds will be asked to pilot the proposed revisions, including the revised instrument and any revised contact schedule. For example, the pilot could look at whether a traditional contact schedule or a more aggressive contact schedule would improve response rates and/or response time.

For purposes of budgeting, applicants should anticipate a pilot test of 500 agencies with a 1-hour estimated burden, with the goal of achieving an 80% response rate in 4 months. These parameters are subject to change by mutual agreement between BJS and the recipient of funds.

BJS provides: Sample OMB documents as needed.

Required deliverables: (1) A comprehensive feasibility report for conducting the LEMAS on a more frequent, possibly annual, basis that details proposed structural and methodological adaptations from the current LEMAS design, (2) any necessary OMB materials required for pilot testing the proposed approach, (3) a plan to administer a pilot of the proposed revised LEMAS if deemed feasible, and (4) a comprehensive report documenting the results of the pilot, including any recommendations for adapting the current design based on the results.

b. Mechanism for ongoing frame maintenance: One of the key components underlying BJS's ongoing surveys of LEAs is a current list of in-service agencies, managed in a way that avoids duplication but tracks the history of an agency's status over time. Due to the length of time between data collections, there had been little continuous frame maintenance between collections. For example, BJS

developed the 2016 Law Enforcement Agency Roster (LEAR) to have a frame for the 2016 LEMAS core sampling. The LEAR was also used for the 2018 CSLLEA frame but originally included only general-purpose LEAs, so extensive work was done to incorporate special-jurisdiction agencies. By the time this award starts, BJS will have a roster of agencies that were evaluated for the 2022 CSLLEA, including those that were not in-scope and those that responded with an indication of their in-service status.

Because maintenance of the universe of LEAs and associated jurisdiction and contact information are essential to BJS's work, applicants should describe how they would build and maintain a database and web portal that—

- can be hosted by BJS, should BJS determine that the database and web portal will be housed internally
- has a public-facing side that allows agencies to update their contact information between surveys, subject to project team review and verification
- creates versions of (rather than overwrites) records, with a mechanism to allow BJS and the recipient of funds to re-create the status of the database as of a given date
- includes rules for which types of users can authorize updates to records
- has a user-friendly interface that allows program staff, including BJS statisticians, to easily extract and edit records
- provides the ability to select cases for a frame and to pull a sample for a data collection, including the ability to—
 - readily identify agencies that are eligible and ineligible for certain data collections
 - select agencies based on the latest size of full-time-equivalent sworn officers, with clear documentation on the source of the count and when it was last updated
- easily merges with other government data sources (e.g., the FBI, U.S. Department of Labor, U.S. Census Bureau, and so forth) using crosswalk files, some of which may be developed by the recipient of funds
- has consistent rules for each data field, including agency names and other required fields for each record (e.g., address and county)
- can be easily transformed into a file appropriate for public archiving, through the use of documented decision rules, crosswalk files, or established methods to remove potential PII
- includes a way to track reasons for updates (e.g., “data provided by respondent agency in 2024 LEMAS”).

BJS provides: (1) The architecture and data from frame development work for the 2022 CSLLEA and (2) bjslecs.org.

Required deliverables: (1) An enhanced web portal to allow LEAs to update their contact information, (2) a database model and documentation, (3) data contained in the database, (4) detailed data flows to and from the database and within the web portal, (5) a staffing plan for supporting the transfer and deployment of the portal and database to OJP in the event they are not developed on OJP systems, and (6) any decision memos related to activities to accomplish this task.

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

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

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

Federal Award Information

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards

1

Anticipated Maximum Dollar Amount of Awards

\$5,000,000

Period of Performance Start Date

10/1/23

Period of Performance Duration (Months)

60

Anticipated Total Amount to be Awarded Under Solicitation

\$5,000,000

Additional Information

The anticipated total amount to be awarded under this solicitation is up to \$5 million.

Continuation Funding Intent

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

Availability of Funds

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

Type of Award

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

Financial Management and System of Internal Controls

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

Budget Information

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

Cost Sharing or Matching Requirement

This solicitation does not require a match.

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

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

Limitation on Use of Award Funds for Employee Compensation: Waiver

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

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

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

Costs Associated with Language Assistance (if applicable)

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

Information System Security and Privacy Requirements

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

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

Specifically, BJS award recipients and subrecipients are required to, 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, 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.

Standards for Providing Information Technology and Publishing Support to BJS

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

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

All BJS-funded systems or applications built for managing, processing or publishing data are considered by the OJP Office of General Counsel (OGC) to 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 stipulated in this agreement. To obtain this access, contractors will need to fill out a personnel onboarding form soon after award that will be forwarded onward by BJS contracting officer representatives (CORs) and cooperative agreement monitors to OJP security personnel. This access should be requested soon after award for everyone doing work for BJS unless it's very clear that they will never need to do work on the OJP network.

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

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

3. Adherence to Federal Standards

All systems and applications developed for BJS must adhere to federal, DOJ, OJP, and BJS processes, practices, standards, policies, and mandates. Grantees and contractors

must collaborate with, and regularly update BJS technology staff on the progress of application and system development.

4. 21st Century Integrated Digital Experience Act

Any website that is developed, modernized, enhanced, maintained, or otherwise delivered as a result of this agreement shall be in compliance 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 requirement and the awardee shall prioritize implementation to align with the priorities identified within the agreement.

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

Eligibility Information

For eligibility information, see the solicitation cover page.

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

For the purposes of this solicitation, “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.

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

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

Application and Submission Information

Content of Application Submission

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

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

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

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

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

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

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

Standard Applicant Information (JustGrants 424 and General Agency Information)

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

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project—including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information.

Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [OJP Grant Application Resource Guide](#) for an example of a proposal abstract.

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 40 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, BJS may consider such noncompliance in peer review and in final award decision.

The Proposal Narrative must include the following sections:

a. **Description of the Issue**

This section should include a description of the goals and objectives of the LECS program. Applicants should demonstrate their knowledge about BJS's work in the LECS program and include a review of relevant literature. This section does not need to include a history of the LEMAS or CSLLEA data collections, unless relevant to the overall literature review.

b. **Project Design and Implementation**

This includes a detailed description of research design and methods, including innovative approaches to address all deliverables outlined in the statement of work. This should include a discussion of the differences in size and scope between the LEMAS survey and CSLLEA and any impact those differences may have on the (1) design of each data collection, (2) survey administration protocols developed to implement the collections, (3) types of paradata needed to track the implementation of the collection and provide meaningful information to BJS about the fielding of the survey, and (4) administrative costs associated with each collection.

c. **Capabilities and Competencies**

Applicants should demonstrate their capabilities and competencies to carry out national-level data collections. They should also demonstrate their experience and expertise with survey statistics and topics of interest to the law enforcement community and other stakeholders. This section should demonstrate that the applicant has the capacity to conduct data quality and nonresponse follow up and to meet BJS data quality guidelines, including the use of a DMP.

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

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

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

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

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

Note on Project Evaluations

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

Goal, Objective and Deliverables

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

Goals

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

Program Objectives

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

Deliverables

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

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

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

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

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

Indirect Cost Rate Agreement (if applicable)

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

Consultant Rate

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

Limitation on Employee Compensation; Waiver

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

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

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

Disclosure of Process Related to Executive Compensation

If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for information.

Memoranda of Understanding (MOUs) and Other Supportive Documents

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

Each MOU or Letter of Intent should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide resumes of key personnel.

Tribal Authorizing Resolution

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

Research and Evaluation Independence and Integrity Statement

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

Human Subjects Protection

BJS requires the funding recipient to submit proper documentation certifying that the research project meets the federal requirements for human subjects protections set forth in DOJ regulations at 28 CFR Part 46. DOJ is not a signatory on the Revised Common Rule (45 CFR Part 46). BJS-funded projects must be reviewed in accordance with 28 CFR Part 46 requirements. Applicants should complete the Human Subjects Protection Certification of Compliance form, available at [Human Subjects Protection, Confidentiality](#).

[and Data Management Plan Requirements | Bureau of Justice Statistics](#). Applicants should attach the completed certification form in JustGrants.

Privacy Certificate

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

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

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

DOJ Certified Standard Assurances

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

Applicant Disclosure of Duplication in Cost Items

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

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

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

Applicant Disclosure and Justification - DOJ High Risk Grantees

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

How to Apply

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

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

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

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

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

invite the applicant's Authorized Representative(s) before an application can be submitted.

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

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

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by **June 12, 2023, at 8:59 PM ET**.

The **full application** must be submitted in JustGrants by **June 19, 2023, at 8:59 PM ET**.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application

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

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

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

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

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

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

Waiver requests sent to the OJP Response Center must—

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

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

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

Application Review Information

Review Criteria

Merit Review Criteria

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

1. Statement of the Problem/Description of the Issue (10%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (40%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (30%) - evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (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 BJS include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget Web-Based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

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

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

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

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

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

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

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

Federal Award Administration Information

Federal Award Notices

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

Administrative, National Policy, and Other Legal Requirements

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

Information Technology Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

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

Required reports

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

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

Federal Awarding Agency Contact(s)

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

Other Information

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

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

Provide Feedback to OJP

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

Performance Measures

Objective	Performance Measure(s)	Data Recipient Provides
<p>Program management including the submission of progress reports.</p>	<p>Percentage of deliverables completed on time, as determined by BJS</p> <p>Percentage of deliverables that meet expectations, as defined by BJS</p>	<p>The applicant should provide timely deliverables that meet the outlined expectations for program management.</p> <p>Deliverables include:</p> <p>(a) Semiannual reports reflecting program activities, deliverables met, and expenditures to date, uploaded into the OJP JustGrants System.</p> <p>(b) Quarterly financial reports ensuring program funds are being used proportionately, uploaded into the OJP JustGrants System.</p> <p>(c) A timeline of all activities.</p> <p>(d) Monthly progress reports reflecting activities and expenditures in each area of the program.</p> <p>(e) A QAP and decision memos.</p> <p>(f) A DMP.</p>

Objective	Performance Measure(s)	Data Recipient Provides
Develop and test multiple surveys, contact strategies, and marketing plans.	<p>Percentage of deliverables completed on time, as determined by BJS</p> <p>Percentage of deliverables that meet expectations, as defined by BJS</p>	<p>The applicant should provide timely deliverables that meet the outlined expectations for survey development and testing, and contact and marketing strategies.</p> <p>Deliverables include:</p> <ul style="list-style-type: none"> (a) Draft surveys. (b) Draft contact and marketing plans. (c) A generic OMB clearance request to test the survey, if needed. (d) A cognitive test and report, if needed. (e) Revised survey, contact, and marketing plans.

Objective	Performance Measure(s)	Data Recipient Provides
<p>Develop frames and sampling plans, conduct data collection, and provide raw and final datasets and documentation.</p>	<p>Sample design that improves overall efficiency.</p> <p>Data collection.</p> <p>Raw data converted to a standardized format.</p> <p>Data that is comprehensive and accurate.</p> <p>Percentage of deliverables completed on time, as determined by BJS</p> <p>Percentage of deliverables that meet expectations, as defined by BJS</p> <p>Final report with a comprehensive overview of the project.</p>	<p>Complete frame and representative samples provided.</p> <p>Conduct the data collection, implementing the contact plan and marketing strategies.</p> <p>Provide raw datasets.</p> <p>Provide final dataset.</p> <p>Deliverables include:</p> <p>(a) Sampling plan that meets BJS's approval.</p> <p>(b) Full Paperwork Reduction Act (PRA) clearance from OMB.</p> <p>(c) Data documentation, including an analysis file and codebook documentation.</p> <p>Complete a final program report.</p>

Objective	Performance Measure(s)	Data Recipient Provides
Maintenance of a roster of in-service LEAs.	<p>Percentage of deliverables completed on time, as determined by BJS</p> <p>Percentage of deliverables that meet expectations, as defined by BJS</p> <p>Develop and maintain a web-based reporting system that meets BJS's standard for effectiveness and efficiency.</p>	<p>Deliverables include:</p> <p>(a) Web portal.</p> <p>(b) Database of LEAs that meets BJS specifications.</p> <p>(c) Documentation of development and maintenance.</p> <p>Design, test and provide a web portal and survey collection software that meets BJS standards</p>

Application Checklist

FY 2023 Law Enforcement Core Statistics (LECS) Program

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

Pre-Application

Before Registering in Grants.gov:

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

Register in Grants.gov

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

Find the Funding Opportunity

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

Review the Overview of Post-Award Legal Requirements

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

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$5 million.

Review Eligibility Requirement:

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

Application Step 1

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

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

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

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

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

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

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

- Proceed to Application Step 2 and complete application in JustGrants

Application Step 2

Submit the following information in JustGrants:

Application Components

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

Budget and Associated Documentation

- **Budget Web-Based form***

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

Additional Application Components

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

Disclosures and Assurances

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

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

Review, Certify and Submit Application in JustGrants

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

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

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

Standard Solicitation Resources

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

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

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

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

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