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## FY 2023 State Justice Statistics Program for Statistical Analysis Centers

**Assistance Listing Number #** 16.550

**Grants.gov Opportunity Number:** O-BJS-2023-171615

**Solicitation Release Date:** February 24, 2023

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

**Step 2 Application JustGrants Deadline:** May 01, 2023, 8:59 PM ET

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### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) seeks applications from state Statistical Analysis Centers (SACs) for funding under the fiscal year (FY) 2023 State Justice Statistics (SJS) program. This program furthers the DOJ's mission by supporting the collection, analysis, and dissemination of statistical information on crime and criminal justice at the state and local levels.

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:

Other

#### Other

- SACs established by state legislation or executive order.

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](#).

## Contact Information

For assistance with the requirements of this solicitation, contact Stephanie Burroughs, SJS Program Manager at 202-307-0765 or by email at [AskBJS@usdoj.gov](mailto:AskBJS@usdoj.gov). Include FY23SJS in the subject line.

## Submission Information

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

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

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

For technical assistance with submitting the SF-424 and a SF-LLL in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov Customer Support, or [support@grants.gov](mailto: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](mailto: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.

This solicitation describes the guidelines and requirements of the fiscal year (FY) 2023 State Justice Statistics (SJS) program for Statistical Analysis Centers (SACs). The information produced by SACs and their involvement in criminal justice projects is important to federal, state, and local criminal justice agencies and community organizations as they develop programs and policies related to crime, illegal drugs, victim services, and the administration of justice.

### **Statutory Authority**

34 U.S.C. §§ 10131–10132

### **Specific Information**

Pursuant to 34 U.S.C. § 10132(c)(13), BJS is authorized to “provide for the development of justice information systems programs and assistance to the States, Indian tribes, and units of local government relating to collection, analysis, or dissemination of justice statistics.” For the purpose of this solicitation, the term “state” includes the District of Columbia and U.S. territories.

### **Goals, Objectives, and Deliverables**

#### **Goals**

The goal of the SJS program is to provide financial and technical assistance to state governments for the establishment and operation of SACs to collect, analyze, and disseminate justice statistics.

#### **Objectives**

The FY 2023 SJS program will continue to concentrate on building the core capacities of the state SACs and improving the sharing of state-level information nationally. The SJS program enhances the SACs’ capabilities to collect, analyze, and publish statistical data that support the strategic criminal justice planning needs of states and the priorities of BJS and the nation. SACs are strongly encouraged to collaborate with their State Administering Agency (SAA) on developing FY 2023 SJS projects. Additionally, SACs are encouraged to explore possible collaborations with foundations, academic institutions, and other potential sources of support for building SAC capabilities.

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

## **Deliverables**

BJS will provide funds for core capacity-building projects and special-emphasis capacity-building projects focused on specific capacities.

The SJS program areas are as follows:

### **I. Core Capacity-Building Projects**

Projects in the following areas are priority capacity-building activities. Core capacity-building projects should focus on enhancing or building access to new sources of data and improving analytical capability to collect, analyze, and interpret data on criminal justice issues, rather than maintaining current efforts. For example, funds should not be requested to update annual or reoccurring reports unless it involves substantial revisions in methods or new sources of data.

- A. Research Using Incident-based Crime Data Compatible With the National Incident-Based Reporting System (NIBRS).** The SAC may use SJS funds to conduct research and analysis of NIBRS-compatible incident-based data that will reflect the utility of these data for studying criminal justice issues. Topical areas of interest for BJS include hate crimes; crimes committed on tribal lands; human trafficking; drug-related arrests, especially those involving methamphetamine, opioid, cocaine, or marijuana possession, trafficking, or distribution; and the citizenship or legal status of arrestees. Additionally, SACs may wish to examine the effects of the COVID-19 pandemic, and post-pandemic effects, on crime patterns.

Such analyses support the National Crime Statistics Exchange (NCS-X) initiative, a joint BJS and FBI undertaking to expand the number of law enforcement agencies submitting incident-based crime data to the NIBRS. Projects proposed under this area would include an assessment and review of the quality of the incident-based data used. Final reports must include a thorough discussion of data quality. Results of the analysis may help the state's crime reporting program focus training or outreach activities to improve data quality. These analyses must also result in a report of publishable quality to be disseminated nationally.

One goal of the NCS-X initiative is to assess the quality and completeness of incident-based crime data reported by local law enforcement agencies to NIBRS. To support this goal, BJS is particularly interested in analyses that will—

- Examine how law enforcement agencies have recorded the relationship(s) between the victim(s) and the offender(s) for violent offenses reported to that state's incident-based reporting (IBR) program or to NIBRS, to observe changes over time in the types of relationships identified, to determine whether reporting practices differ across reporting units, and,

where applicable, to assess the crosswalk from state IBR relationship categories to the federal NIBRS relationship categories.

- Analyze and evaluate state IBR or NIBRS data on property crimes, both personal and commercial, including an assessment over time and across reporting units of the quality and completeness of data elements that record property type and value, how fraud offenses are categorized, and clearance information. If the state IBR program has reporting requirements for property crimes that differ from the federal program, the analysis should include a comparison of the state and federal requirements.
- Examine the reporting of simple and aggravated assaults to the state IBR program or NIBRS to assess differences in how local law enforcement agencies have recorded assault over time and across reporting units, and to determine whether any correlation exists between clearance rates for assaults and changes in recording practices across the years, controlling for other contextualizing factors.
- Compare IBR practices across reporting units in the state over time to understand changes in the use of different incident-based data codes (e.g., different values for victim-offender relationship or use of bias-motivation data element) and the impact of changes to the IBR reporting requirements on data provided by local law enforcement agencies.

In addition, SJS funds under this priority area may also be used to examine the utility of linking incident-based crime reports to a state's criminal history records to create analytical datasets and be conducted in partnership with the state's criminal history record repository. Similarly, a necessary component of such a project must be an assessment and review of the quality of the criminal history record information used.

- B. Collecting and Analyzing Data on Criminal Justice System Processes.** The SAC may use SJS funds to help the state develop and improve criminal justice statistical processes and make analytical tools available to agencies to better address public safety and administration of justice goals. For example, a SAC could use SJS funds for data collection that helps inform or otherwise plan for the justice programs involving reentry, victim services, courts and prosecutor processes, record sealing and expungement practices, and law enforcement initiatives.
- C. Increasing Access to Statistical Data.** The SAC may use SJS funds for electronic infrastructure development, enhancements, and linkages, including developing or using new sources of data, building or enhancing a website, computer support, and preparing reports for dissemination via the internet. BJS encourages website enhancements that include downloadable datasets and spreadsheets, online analytical capabilities, Application Programming Interfaces (APIs), graphical presentations, and animation to present and explain movement of trends. These enhancements should go beyond incrementally adding a new year's worth of data to existing files and tables.
- D. Other Capacity-building Projects Identified by the SAC.** The SAC may use SJS funds to support research examining another topic, provided that the project

builds the SAC's capacity to collect, analyze, and report on criminal justice statistics and share state-level information nationally. The application must be accompanied by persuasive documentation and justification that the subject is a top priority for the state's governor or senior criminal justice policy officials and that use of federal funds is appropriate to support the work.

Any application for funding under the core capacity-building area **must** include a specific justification for each proposed project that fully explains exactly how the project will respond to capacity-building needs identified by the SAC. **This should be a long-range plan that includes (1) an assessment of the SAC's current data collection, analysis, and publication capabilities, including staff analytical capabilities; (2) a description of how the proposed project(s) will enhance those capabilities; and (3) a description of how the capacity built will be maintained after the conclusion of the SJS award.** The strength of the justification and plan will be an important consideration for BJS in making a final award decision. The intent is for federal funds to build new or enhance current capacities, as opposed to maintaining current efforts. Up to \$75,000 annually may be sought for core capacity-building projects. The time frame may range from 12 to 36 months based on the nature of the proposed project(s) and the quality of the supporting strategic plan. At the end of the project period, final deliverables must be submitted to BJS as part of the final progress report (including but not limited to any other final reports, evaluations, and website enhancements). Applications may also include travel funds for up to two people to attend up to two SJS-focused conferences, workshops, or meetings approved by BJS. Travel costs can be separate from the funding cap on core capacity-building or special-emphasis projects.

## II. Special-Emphasis Capacity-Building Projects

A SAC may also apply for funding for special-emphasis projects that support areas of particular interest to BJS or national priorities in these specific areas:

- A. **Use of Administrative or Operational Criminal Justice Data.** SACs are encouraged to seek SJS funds to implement new or enhance existing interfaces or data exchange technologies that improve statistical access to data and systems maintained by other state or local entities, including local jails, departments of correction, parole and probation agencies, prosecutor offices and courts, law enforcement agencies, and victim service providers.

For example, funds may be requested to establish the SAC's technical capacity to conduct research based on criminal history records. Funds may also be requested to help establish data exchanges that would provide the SAC with data, the development of analytical tools, and/or electronic infrastructure on—

- State court or prosecutor statistics, including criminal case initiations, pretrial activities, bail, bond, plea bargains, dispositions, and sentences.
- Admissions, exits, and stock populations for jails, probation, or parole.
- Law enforcement and court statistics of persons arrested, detained, prosecuted, and sentenced.



- Deaths that occur in custody during arrest or in correctional custody (e.g., jails, prisons, juvenile facilities).
- Emergency room admissions data to support research on violent injuries, drug abuse, elder abuse, human trafficking, and other relevant issues.

Proposed projects may include (1) the establishment of the data exchange capacity, if one does not currently exist, or (2) the use of this capacity in the form of a targeted research project. The project must also include a systematic data quality assessment, which will be incorporated as a project deliverable. **This assessment should follow a standardized approach, such as use of the data quality assessment tool developed by the Federal Committee on Statistical Methodology or a similar tool that considers all aspects of quality from a statistical perspective.** (See “Data Quality Assessment Tool for Administrative Data,” by a working group of the Federal Committee on Statistical Methodology, at <https://nces.ed.gov/FCSM/pdf/DataQualityAssessmentTool.pdf>.)

A letter of cooperation or support from the operational agency or agencies involved should be included with the application.

**B. Analysis of State Criminal History Records.** BJS encourages SACs to use the state’s criminal history records for statistical purposes. A SAC may also use SJS funds to support analyses of—

- Patterns of criminal behavior, such as sex offending, stalking, or domestic violence.
- Arrests, prosecutions, and convictions for firearms-related offenses.
- Recidivism of persons in prison or under community supervision, including rates of rearrest, reconviction, and return to custody.
- Linkage of criminal history records to other data sources to explore factors that may affect patterns of offending or recidivism.

BJS is particularly interested in analyses that will—

- Evaluate the accuracy and completeness of the state’s criminal history records to identify statewide record-improvement strategies, in partnership with the state’s criminal history record repository or National Criminal History Improvement Program (NCHIP) administering agency. Areas explored may include the extent to which arrest information is followed by prosecutor or court disposition information, how probation or parole violations are reflected on records, how law enforcement practices around warrant arrests may affect data quality, how sealed and expunged records are handled, and how the use of free text or unstructured data fields may affect the use of records.
- Explore the feasibility of using the state’s criminal history records as a source of statewide arrest or booking statistics, in collaboration with the state’s criminal history record repository or NCHIP administering agency. Areas explored may include the uniformity of reporting practices by law enforcement, courts, and corrections agencies in a state; and the

correlation between criminal history data and other sources of arrest, prosecution, and court case-processing data.

- Explore the quality of court and sentencing data to examine felony case processing in partnership with the state's court administrative office, sentencing commission, or similar agency. Areas explored may include the extent to which these records can support analysis of criminal case-processing time and analysis of charges or plea bargaining.
- Examine recidivism patterns of convicted offenders using longer observation periods than the traditional 3- or 5-year studies (e.g., 8-, 10-, or 15-year follow-up periods). Areas examined may include the recidivism patterns for specific types of offenders and analyses that include different covariates related to recidivism outcomes.

SAC grants that may support such analyses will be awarded on the condition that the documents (including basic study questions, methodology, sampling procedures, instrumentation (if any), and an analysis plan) will be submitted to BJS for review and approval, if they are not included with the SAC application. Because BJS is very interested in uniformity across states in such analytical areas, collaboration between states or a multi-SAC approach is encouraged.

**An application for funding under the special-emphasis project area must include an impact statement that provides additional justification for each proposed project regarding how each project will directly support or enhance the priorities of BJS and the nation.** The strength of the impact statement will be an important consideration in the final award decision on the SAC's application. For example, the national impact statement should address areas such as how the project will support the sharing of state-level information nationally; enhance the state's capability to collect, analyze, and interpret data on criminal justice issues relevant to the states and the nation; support or enhance specific BJS collections by, for example, increasing access to the new data sources, improving coverage, reducing respondent burden, or improving or implementing uniformity across states in analytical efforts; if and how the state will make maximum use of state-level data collected by BJS or other DOJ components to conduct analyses; or how the project findings will be used to influence state criminal justice policy and practice, including describing who is interested in the data and the data's intended uses, and how the resulting work will be shared with other state entities, other state SACs, and the public.

BJS encourages collaboration among the SACs (i.e., multi-SAC projects), particularly in projects that may leverage one SAC's expertise in another SAC's proposed project to help build capacity. At the end of the special-emphasis project period, final deliverables must be submitted to BJS as part of the final progress report (including final reports, evaluations, and website enhancements). Up to \$150,000 annually may be sought for a special-emphasis project; the time frame may range from 12 to 36 months based on the nature of the proposed project(s) and quality of the supporting justification, although funding may not be available for the full duration of the project in FY 2023. Depending on the strength of the proposals and availability of funds, BJS anticipates making up to 15 awards for special-emphasis projects.

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**

40

##### **Anticipated Maximum Dollar Amount of Awards**

225,000 for a 12-month award

##### **Period of Performance Start Date**

10/1/23

##### **Period of Performance Duration (Months)**

12 to 36 months

##### **Anticipated Total Amount to be Awarded Under Solicitation**

4,000,000

##### **Additional Information**

The period of performance start date may be as early as October 1, 2023 to as late as January 1, 2024.

##### **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.

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

This solicitation does not require a match.

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

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

### **Limitation on Use of Award Funds for Employee Compensation: Waiver**

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

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

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

### **Costs Associated with Language Assistance (if applicable)**

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

## Eligibility Information

State SACs are the only entities eligible to apply for funds under the SJS program. Applicants must meet the requirements for a SAC as specified in these guidelines.

The applicant SAC must be authorized by state legislation or executive order. The SAC must be a nonpartisan professional organization that serves all branches of the criminal justice system, all levels of government in the state, and the public. Objectivity, independence, and visibility are important considerations in determining the SAC's placement in the state government. It is desirable that the SAC not be part of an agency that has operational responsibilities in criminal justice programs. If the SAC is located in such an agency (e.g., state police, department of corrections, or court administrative office), special provisions must be made to ensure the SAC's broad mission, objectivity, independence, and visibility. These provisions must be documented in each application for funding. Examples of such provisions are letters of agreement from agencies that deal with other aspects of criminal justice in the state, or a SAC advisory board that includes policy-level officials of such agencies. The SAC must inform BJS of any substantive changes in these provisions, such as changes in the structure of the advisory board or revisions in the scope of letters of agreement.

Applications for SAC funding must contain an explanation of the placement of the SAC within the state organizational structure, including the SAC's relationship to the governor's office, other relevant state agencies, and any other organizations included as recipients of funds in the application. A current list of SACs in each state is available at <https://www.jrsa.org/sac/sacelist.html>.

The SAC must be staffed by professionals skilled in the application of statistical methods and techniques, including a SAC director whose background includes the education and experience appropriate to the position. SAC staff should be familiar with the factors, issues, and processes involved in crime and the criminal justice system. Each application must identify the SAC director and other key personnel and must provide summaries of their qualifications. Job descriptions must be provided for vacant positions. If the SAC directorship becomes vacant after an award is made, the recipient agency must notify BJS and submit the position description and required qualifications to be used in recruiting a replacement. When a replacement is designated, a resume of the individual's qualifications must be submitted to BJS for approval.

Some or all of the work may be performed under the SAC's overall direction by other persons or organizations, such as other state agencies, universities, nonprofit research firms, and private consultants. If work will be performed outside of the SAC, the application must include the qualifications of those performing the work. A SAC that wishes to apply for funds in cooperation with another organization but lacks the authority to transfer funds to the cooperating organization should contact its BJS state grant manager.

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

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

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

## Application and Submission Information

### Content of Application Submission

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

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

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

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

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

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

**Intergovernmental Review:** This solicitation ("funding opportunity") is subject to [Executive Order \(E.O.\) 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: <https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>. If the applicant's State appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the State's process under E.O. 12372. On the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its State E.O. 12372 process. An applicant whose State does not appear on the SPOC

list should answer question 19 by selecting “Program is subject to E.O. 12372 but has not been selected by the State for review.”

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

The Proposal Narrative must include the following sections:

#### **a. Statement of the Problem – Background and Identification of Needs.**

The narrative should include an explanation of the SAC’s placement within the state organizational structure, a brief summary of the qualifications of the SAC director and other key personnel, a description of the roles and responsibilities of key organizational or functional components involved in project activities, and a list of key personnel responsible for managing and implementing the major elements of the program.

#### **b. Project Design and Implementation.**

The program narrative should fully describe the expected design and implementation of the proposed project(s). In developing the narrative, refer to the program design and focus areas described in the solicitation. This section must include a specific justification for each proposed project that explains exactly how the project will respond to capacity-building needs identified by the

SAC. This explanation should in effect be a long-range plan that includes (1) an assessment of the SAC's current data collection, analysis, and publication capabilities; (2) a description of how the project(s) proposed will enhance those capabilities; and (3) a description of how the capacity built will be maintained after the conclusion of the SJS award. The strength of the justification and plan included will be a consideration for BJS in making a final award decision on the SAC's application.

**c. Impact Statement (for Special-emphasis Projects).**

The program narrative should include an impact statement to describe specifically how each project will support or enhance the priorities of BJS and the nation. The narrative should include a timeline of activities indicating, for each proposed activity, the projected duration of the activity, expected completion date, and any products expected.

**d. Capabilities and Competencies – Status of Prior SJS Projects.**

Applications should include the status of each award the SAC received from FY 2019 through FY 2022. List by theme the project(s) and associated products that the SAC proposed to conduct or produce during the grant period. If any were significantly revised or replaced, briefly describe the revisions or replacements. For each project, indicate its status by the following categories: Completed, In process, or Revised/replaced. For each product, indicate whether it has been published, presented at a public meeting, or otherwise recognized by whatever means.

**e. Deliverables and Dissemination Plan.**

Applications should include the expected deliverables resulting from the proposed project and include information on how the results will be disseminated with other state entities, other state SACs, and the public.

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

Applicants should demonstrate knowledge of the performance measures outlined in this solicitation. The applicant should also detail how performance measures will be collected, who will be responsible for reporting on performance measures, and how the information will be used to guide and evaluate the impact of the project.

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](http://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**

In addition to the required web-based budget, please attach a separate budget detail and narrative to the application.

### **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**

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating its "Disclosure of Process Related to Executive Compensation" provisions. Applicants to this solicitation are not required to provide this disclosure.

### **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 following required documents should be submitted online as a single file attachment or as separate attachments and must be completed for each project proposed in an application:

- a. **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 \(ojp.gov\)](#). Applicants should attach the completed certification form in JustGrants.
- b. **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 \(ojp.gov\)](#). Applicants should attach the completed Privacy Certificate in JustGrants.

The applicant will attach the additional requested documentation in JustGrants.

## 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

See Additional Application Components section.

## **Privacy Certificate**

See Additional Application Components section.

## **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](mailto: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 **April 24, 2023, 8:59PM ET**.

The **full application** must be submitted in JustGrants by **May 1, 2023, 8:59PM 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](mailto:support@grants.gov).
- JustGrants - contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175, Monday – Friday from 7 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](mailto:grants@ncjrs.gov) within 24 hours of the grants.gov deadline to request approval to submit after the deadline.

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

Waiver requests sent to the OJP Response Center must–

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

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

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

## Application Review Information

### Review Criteria

#### Merit Review Criteria

In making decisions to award funds under this program, BJS will determine whether the application meets program requirements and whether the SAC is operating satisfactorily and conforms to all applicable federal and state requirements. The amount of the award will be based on the strength of the justification for what the applicant is seeking to do and accomplish during the award period. Applications that meet the basic minimum requirements will be evaluated on how the proposed project or program addresses the following criteria:

#### 1. Capacity-Building Needs as Described in the Program Narrative

- Extent to which the Program Narrative portion of the application addresses the specific objectives of the SJS program.
- Extent to which the capacity-building needs of the SAC justify the proposed project activities.

#### 2. Project Design and Implementation

- Extent to which the proposed projects are explained and justified consistent with the guidance contained in this solicitation (i.e., long-range plan or impact assessment).
- Extent to which the application clearly and concisely describes each task or activity so it logically connects to the proposed project and is associated with a product or deliverable to each task, such as a report or publication.
- Technical and methodological soundness of the proposed project(s).
- Privacy and human subjects certification forms will be submitted for each proposed data collection or research activity.

#### 3. Capabilities and Competencies

- Experience of applicant's personnel with similar work.
- Organizational integrity, technical competence, and organizational placement of the applicant and other organizations proposed for funding.
- Past record of applicant's performance with previous awards, including quality of work, completeness, and adherence to schedules.
- Evidence of collaboration or communication with the SAA in the development of the application.
- Extent of multi-agency collaboration involved in the proposed project(s)

- Evidence of collaboration or communication with other entities as appropriate for the project, including—
  - The state's central repository of criminal history records.
  - Other SACs.
  - The Justice Research and Statistics Association (JRSA).
  - BJS or other OJP component.

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

- Indication of applicant's understanding of these requirements (see Performance Measures) and discussion of how the applicant will gather the required data should the applicant receive funding.

**5. Budget**

- Extent to which the proposed budget for the entire project period is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures, in relation to potential alternatives and the goals of the project.
- Appropriateness of the project schedule and budget.

**6. Relevance**

- Extent to which the proposed project addresses the specific objectives of the SJS program.

**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 the solicitation cover page.

### **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.



Objective	Performance Measure(s)	Data Recipient Provides
<p>Provide a mechanism that supports the collection and sharing of vital justice system data among the states and between the states and the federal government.</p>	<p>Number of scheduled data collection series and special analyses to be conducted.</p>	<p>Number of studies/projects initiated and completed.</p> <p>Number of new data sources identified for BJS use.</p> <p>Number of multi-state projects initiated and completed by SACs.</p> <p>Number of reports produced presenting findings of collaborative projects.</p> <p>Number of projects submitted by the SAC to JRSA's Infobase of State Activities and Research (ISAR).</p> <p>Number of JRSA studies or information inquiries.</p> <p>Number of SAC project datasets submitted to the National Archive of Criminal Justice Data.</p> <p>Number of new data use agreements signed allowing the SAC to access new sources of state and local data.</p> <p>Number of new data collection, analysis, or information strategies created.</p>

## Application Checklist

### **FY 2023 State Justice Statistics Program for Statistical Analysis Centers**

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)
- Select the correct Competition ID (If applicable)
- 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 \$225,000.

##### ***Review Eligibility Requirement:***

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

### **Application Step 1**

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

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

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

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

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

- Contact BJS or the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or [support@grants.gov](mailto:support@grants.gov) 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](#))

Additional Application Components

- Certification of Human Subjects Protection (see <https://bjs.ojp.gov/funding/human-subjects-and-confidentiality-requirements>)

- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Privacy Certification (see <https://bjs.ojp.gov/sites/g/files/xyckuh236/files/media/document/bjsmpc.pdf>)

#### Disclosures and Assurances

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

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

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

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

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

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto: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.