

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



FY 2023 Survey of Prison Inmates Research and Development

Assistance Listing Number # 16.734

Grants.gov Opportunity Number: O-BJS-2023-171796

Solicitation Release Date: June 21, 2023

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

Step 2: Application JustGrants Deadline: August 28, 2023 8:59 PM ET

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) seeks applications for funding to update the Survey of Prison Inmates (SPI) instrument, field test the updated instrument, and prepare a national implementation plan to field the next iteration of the SPI. This program furthers the DOJ's mission by advancing the rule of law, integrity, good government, public safety, and criminal justice through enhanced statistics on incarcerated persons to improve understanding of the risks, needs, and challenges of these vulnerable populations while in custody and upon release.

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

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

For-profit organizations other than small businesses, 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

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 Emily Buehler, BJS Statistician, at 202-307-0765 or at AskBJS@usdoj.gov with “FY2023SPIRD” in the subject line.

Submission Information

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

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

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

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

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

Contents

| | |
|---|----|
| Overview | 1 |
| Contact Information | 2 |
| Submission Information | 2 |
| Program Description | 7 |
| Overview | 7 |
| Statutory Authority | 7 |
| Specific Information | 7 |
| Goals, Objectives, and Deliverables | 8 |
| Evidence-Based Programs or Practices | 15 |
| Information Regarding Potential Evaluation of Programs and Activities | 15 |
| Federal Award Information | 15 |
| Awards, Amounts and Durations | 15 |
| Continuation Funding Intent | 15 |
| Availability of Funds | 15 |
| Type of Award | 16 |
| Financial Management and System of Internal Controls | 16 |
| Budget Information | 16 |
| Cost Sharing or Matching Requirement | 16 |
| Pre-agreement Costs (also known as Pre-award Costs) | 16 |
| Limitation on Use of Award Funds for Employee Compensation: Waiver | 16 |
| Prior Approval, Planning, and Reporting of Conference/Meeting/ Training Costs | 17 |
| Costs Associated with Language Assistance (if applicable) | 17 |
| Information System Security and Privacy Requirements | 17 |
| Standards for Providing Information Technology and Publishing Support to BJS | 18 |
| Eligibility Information | 20 |
| Application and Submission Information | 20 |
| Content of Application Submission | 20 |
| Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov | 21 |
| Standard Applicant Information (JustGrants 424 and General Agency Information) | 21 |
| Proposal Abstract | 21 |
| Proposal Narrative | 21 |

| | |
|---|----|
| Goals, Objectives, and Deliverables | 23 |
| Budget and Associated Documentation | 23 |
| Budget Worksheet and Budget Narrative (Web-based Form) | 23 |
| Pre-agreement Costs (also known as Pre-award Costs) | 23 |
| Indirect Cost Rate Agreement (if applicable) | 23 |
| Consultant Rate | 24 |
| Limitation on Employee Compensation; Waiver | 24 |
| Financial Management and System of Internal Controls | 24 |
| Questionnaire (including applicant disclosure of high-risk status) | |
| Disclosure of Process Related to Executive Compensation | 24 |
| Additional Application Components | 24 |
| Curriculum Vitae or Resumes | 24 |
| Research and Evaluation Independence and Integrity Statement | 24 |
| Human Subjects Protection | 25 |
| Privacy Certificate | 25 |
| Disclosures and Assurances | 25 |
| Disclosure of Lobbying Activities | 25 |
| DOJ Certified Standard Assurances | 25 |
| Applicant Disclosure of Duplication in Cost Items | 25 |
| DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing | 26 |
| Applicant Disclosure and Justification - DOJ High Risk Grantees | 26 |
| How to Apply | 26 |
| Submission Dates and Time | 27 |
| Experiencing Unforeseen Technical Issues Preventing Submission of an Application | 27 |
| Application Review Information | 29 |
| Review Criteria | 29 |
| Review Process | 31 |
| Federal Award Administration Information | 32 |
| Federal Award Notices | 32 |
| Administrative, National Policy, and Other Legal Requirements | 32 |
| Information Technology Security Clauses | 32 |
| General Information about Post-Federal Award Reporting Requirements | 32 |
| Federal Awarding Agency Contact(s) | 32 |
| Other Information | 33 |
| Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. | 33 |

| | |
|---------------------------------|----|
| 552a) | |
| Provide Feedback to OJP | 33 |
| Performance Measures | 33 |
| Application Checklist | 38 |
| Standard Solicitation Resources | 41 |

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 for the fiscal year (FY) 2023 Survey of Prison Inmates Research and Development (SPIRD) project to update the Survey of Prison Inmates (SPI) instrument, field test the updated instrument, and prepare a national implementation plan to field the next iteration of the SPI.

Statutory Authority

34 U.S.C. 10132(c)(1)

Specific Information

BJS, the statistical agency of the U.S. Department of Justice, has periodically collected information through personal interviews with people in prisons since 1974. (See <https://bjs.ojp.gov/data-collection/survey-prison-inmates-spi>.)

The SPI's primary objective is to produce national statistics of the U.S. prison population across a variety of domains. This information, collected through personal interviews with persons in state and federal prison, is critical to understanding the composition of the U.S. prison population and the changes that occur over time; factors related to the changes observed, including the impact of corrections policy and practice reforms; the risk incarcerated persons pose to correctional agencies and for recidivism; and the challenges that formerly incarcerated persons face when they return to the community.

The most recent SPI implementation in 2016 was the seventh national study of people incarcerated in state prisons and the fourth among people incarcerated in federal prisons. The 2016 SPI was also designed to produce subnational estimates of jurisdictions with large prison populations and was organized around the concepts of harms, risk, and reentry. Domains related to the severity of the offense, characteristics of the incident that led to the offense (e.g., injuries to victims), and criminal history were designed to measure harms. Domains related to harm elements and factors such as the extent of connections to mainstream institutions of social integration (e.g., pre-prison employment in the labor market) or prosocial connections (e.g., ties to family and friends and to the community) were designed to capture dynamic risk elements of recidivism. Other domains, such as programs or treatment that incarcerated persons participated in and their motivation to participate, were designed to understand factors intended to mitigate risk. Finally, domains related to substance use, mental health, and physical health were designed to better understand reentry challenges.

The primary vehicles BJS has used to disseminate substantive products from the SPI collections have been special reports that address special topics or populations (e.g., [Source and Use of Firearms Involved in Crimes: Survey of Prison Inmates, 2016](#), [Medical Problems of Prisoners](#), [Veterans in State and Federal Prisons](#), and others available at <https://bjs.ojp.gov/data-collection/survey-prison-inmates-spi#publications-0>), and reports that profile the population such as [Profile of Prison Inmates, 2016](#). BJS has used the National Archive of Criminal Justice Data (NACJD) at the University of Michigan to archive data collected and documentation developed through the SPI. More information on the 2016 SPI, including survey materials, and information on prior SPI iterations is available at <https://bjs.ojp.gov/data-collection/survey-prison-inmates-spi> and www.icpsr.umich.edu/NACJD/. (See Survey of Inmates in State and Federal Correctional Facilities for iterations of the SPI prior to 2016.)

The FY2023 Survey of Prison Inmates Research and Development projects (SPIRD) will update the SPI instrument; test the updated survey instrument and evaluate an alternate mode of data collection to maximize data quality while minimizing burden to facilities and respondents; test consent procedures to enhance the use of administrative records to expand on the statistics that can be produced from the SPI; and design an implementation plan for the national data collection.

Goals, Objectives, and Deliverables

Goals

The goal of the FY2023 SPIRD project is to conduct research and development to produce national statistics of the U.S. prison population to understand the composition of the U.S. prison population and the changes that occur over time.

Objectives

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

1. Update and test the SPI instrument to ensure accurate collection of national data on those incarcerated in prison.
2. Evaluate an alternate mode of data collection to maximize data quality while minimizing burden to facilities and prisoners.
3. Test consent procedures to enhance the use of administrative records that may expand on statistics that can be produced from the SPI.
4. Develop a plan for the national implementation that BJS can use to conduct the SPI.

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 SPIRD tasks and the target end dates.

Applicants should briefly describe how they 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, existing and potential challenges to collecting the data, achieving adequate response rates to minimize bias, and the proposed approaches to collecting data.

Timeline

The overall project period is October 1, 2023, through September 30, 2026. The key target dates are:

- October 2023–December 2024: Conduct an environmental scan, expert and stakeholder engagement, and instrument development and obtain generic OMB clearance for cognitive interviewing.
- January 2025–June 2025: Conduct a cognitive test of the revised instrument.
- June 2025–December 2025: Finalize the instrument based on the results of cognitive testing and secure full OMB clearance for the field test.
- January 2026–June 2026: Conduct a methodological field test of the updated instruments and protocols in a sample of prison facilities.
- July 2026–September 2026: Develop a plan for the national implementation of the next SPI. Deliver a final written report, survey instrument, and national implementation plan to BJS.

Task 1: Program management (all years)

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.

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.

Meetings: Applicants should plan for travel for several meetings, including the following:

- A project kickoff meeting at BJS to discuss plans and schedule activities.
- Stakeholder meeting(s) as directed by BJS. Applicants should propose

optimal methods to engage stakeholders, including but not limited to focus groups, virtual meetings, and in-person meetings, and budget accordingly.

Progress reports: Award recipients will provide the following:

- Semiannual reports on the status of the award, deliverables, and expenditures uploaded into the OJP JustGrants System
- Quarterly financial reports uploaded into the OJP Grant Management System
- Monthly written reports that update the status on areas such as tasks, timeline, and expenditures.

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 PM 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. 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.).

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 PM 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](#).

Task 2: Update the survey instrument.

- A. Conduct and provide the findings from an in-depth environmental scan on BJS surveys of persons in prison, including sources that propose changes and enhancements to the SPI, and research on advancements in survey administration to reflect best practices on national surveys measuring similar characteristics or behaviors in the general population and best practices for surveying incarcerated individuals.
- B. Conduct stakeholder engagement to solicit advice on updating the survey instrument based on recommendations and best practices. Applicants should describe when and how they will engage experts over the life of the project.
- C. Update the instrument in collaboration with the BJS program manager (PM). The instrument should maximize respondent cooperation and confidentiality, be easily understood by respondents with a 6th grade education, and impose an average respondent burden of 45 to 60 minutes. The instrument must be produced in both English and Spanish.
- D. BJS aims to use secondary administrative data along with self-report data from incarcerated persons, including criminal history information through RAP (Record of Arrest and Prosecution) sheets and other administrative data sources such as IRS data through the U.S. Census Bureau and other BJS records collected through the National Corrections Reporting Program. Applicants shall propose strategies to address the consent and possible response issues associated with obtaining prior and future criminal history data along with other administrative data sources, as determined in collaboration with the PM.

Required Deliverables under Task 2: (1) a completed environmental scan, (2) a report summarizing the recommendations of the stakeholder engagement, identifying key topics or variables of interest in the field and optimal outreach strategies for engaging respondents, (3) draft survey instruments and protocols that enhance BJS's capability to produce reliable national estimates, in which the instruments have (a) modules that meet BJS needs for specific information about incarcerated persons, (b) content that is consistent with general population surveys (to the extent possible) to facilitate direct comparison, (c) protocols that enhance capacity to adjust for nonresponse and reduce respondent burden by using administrative data, and (d) protocols including consent language, to link individual survey data to administrative records.

Task 3: Conduct a cognitive test of the revised instrument with a selected number of respondents

- A. Obtain Institutional Review Board (IRB) approval and Office of Management and Budget (OMB) generic clearances for the cognitive test of the instrument. The recipient of funds will work with BJS to prepare and provide draft materials for an OMB generic clearance for each round of cognitive interviews. These materials include the supporting statement and copies of all survey documents, including but not limited to questionnaires, all instructions, and any interview scripts. BJS will provide sample documents as needed. Applicants should plan on a period of 2 months to obtain clearance, which includes BJS internal review.
- B. Conduct a cognitive test of the updated SPI instrument in both English and Spanish with approximately 75 respondents, with the scope and location to be determined by the recipient and the PM. Applicants should discuss how they would structure such a cognitive test, including participant and recruitment strategies. Within approximately 1 month after completion of the cognitive test, the recipient shall provide to the PM an item-specific analysis of the instrument. The analysis should address respondents' comprehension of the survey items. The recipient shall work in collaboration with the PM to revise the instrument and retest it through a second round of cognitive testing if necessary. Applicants should budget for a second round of cognitive interviews with 25 to 30 respondents.

Required Deliverables under Task 3: (1) IRB approval certification for cognitive interviewing, (2) OMB generic clearance materials for the cognitive interviews, (3) a full cognitive interview report including recommendations for changes to the instrument based on results, and (4) electronic versions of the cognitive interview protocols and data.

Task 4: Finalization of instruments for field test

- A. Based on the results of the cognitive interviews and decisions made by the PM, prepare a final instrument in the mode(s) specified by BJS. The recipient of funds should anticipate programming an instrument suitable for computer-assisted personal interview (CAPI) administration of the survey in prison settings, as well as a version to administer in populations where CAPI interviewing is infeasible or an alternate method that is more advantageous for higher response rates or minimizing facility burden. BJS will specify the software to be used for the CAPI version.

Required Deliverables under Task 4: (1) a CAPI version of the final instrument suitable for the field test and (2) as determined by BJS, a version of the instrument suitable for audio computer-assisted self-interviewing (ACASI), video interviewing, or another approved alternative mode suitable for the field test.

Task 5: Conduct a methodological field test of the updated instruments and protocols in a sample of prison facilities

- A. Administer a field test of the SPI instruments and protocols in a range of prison facilities, with full scope and location to be determined in collaboration with the PM. The field test will test the success of protocols of gaining facility access, gaining participation among the sample population, and securing respondent agreement to link survey responses to administrative data. In addition, BJS anticipates that the field test will be used to test the ability to conduct SPI interviews using another mode such as audio computer-assisted self-interviewing (ACASI), video interviewing, or another method as determined by the recipient and agreed upon by the PM. Applicants should discuss how to structure the field test to assess the feasibility of using an alternative mode to administer the SPI. The total target sample for testing is 1,500 interviews. Applicants should demonstrate the ability to recruit and encourage facility- and individual-level participation and conduct and complete interviews within the specified data collection period. At a minimum, the recipient of funds shall have field staff who are fluent in both English and Spanish and a sufficient number of staff to complete the field test on time. The recipient of funds shall ensure that all staff assigned to the project successfully complete the training program specified in the training plans, have nondisclosure agreements in place, comply with all facility regulations, and pass any required background checks. The recipient will conduct the field test in several facilities and evaluate the results to determine if instrument or protocol changes (such as sampling, consent, or survey mode administration procedures) are necessary before visiting additional facilities. Special emphasis should be given to testing consent procedures to maximize participant cooperation and agreement to future data linkage and to evaluating mode effects of alternative survey delivery methods. The field test will take no more than 6 months to complete.
- B. Modify the survey instruments and administration protocols in collaboration with the PM, documenting all changes and utilizing results from the field test to produce the final instrument.

Required Deliverables under Task 5: (1) IRB approval certification for the field test, (2) draft full OMB clearance materials (supporting statements and attachments, including instruments and contact materials) for the field test of the instrument, (3) data collection reports during the field test, as specified by the PM, (4) a full field test report including recommendations for changes to the instrument and survey administration protocol and analysis of different modes of survey delivery and consent protocols (if applicable), (5) electronic versions of the field test data, (6) field test documentation, and (7) the final survey instruments including working digital versions of the instrument and associated programming.

Task 6: Development of a plan for the national implementation of the next SPI

Develop a national implementation plan that addresses all aspects of the future SPI data collection including, but not limited to—

- sample design
- modes of data collection, with an alternative mode as defined and tested in field test
- field management protocols
- contact procedures for facilities selected into the sample
- protocols for coordinating the data collection within sampled facilities
- methods for obtaining rosters
- possible adaptations for facilities with limited space and resources
- techniques for obtaining high rates of participation by sampled facilities
- respondent selection and sampling procedures within sampled facilities
- techniques for obtaining high rates of cooperation from sampled respondents
- case management
- steps to ensure data and respondent confidentiality
- methodology to address item and unit nonresponse, postsurvey weighting specifications to produce national-level estimates, and standard errors
- plans for incorporating administrative data to decrease respondent burden, provide new opportunities for analysis, and/or verify the accuracy of provided information
- maximizing respondent consent to link their survey responses to other administrative data sources.

The primary goal of the sample design is to generate national-level estimates from a cross-sectional sample of incarcerated people in state and federal prisons. In addition to producing national-level estimates, there is interest in producing reliable estimates for jurisdictions with the largest prison populations (for planning purposes, those with populations of 40,000 or more), including a sample of incarcerated people in federal prisons that is representative of all major federal offense types and is appropriate for analytical purposes. The recipient of funds shall develop and submit a sampling plan to the PM for review and comment. The plan shall include information about total sample size, sample allocation within and across facilities, and the anticipated precision of key estimates.

Required Deliverable under Task 6: a written report consisting of a national implementation plan that addresses all aspects of the data collection and survey administration, including but not limited to sample design, modes of data collection, case management, training of field staff, facility coordination, respondent cooperation including permission to collect identifiers and conduct record linkage for a sufficient period to maximize analytical utility, and other details related to the full management of the survey.

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

\$2,000,000

Period of Performance Start Date

10/1/23

Period of Performance Duration (Months)

36

Anticipated Total Amount to be Awarded Under Solicitation

\$2,000,000

Continuation Funding Intent

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

Availability of Funds

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

Type of Award

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

Financial Management and System of Internal Controls

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

Budget Information

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

Important Note: BJS requires that the application include (1) a separate Budget Worksheet and Budget Narrative for each proposed subcontractor or subrecipient of funds associated with the project and (2) a separate budget attachment that provides the budget broken down by task for the entire project period, which will be the format used by BJS to manage the budget and expenditures. The applicant does not need to provide another Budget Narrative for this additional budget 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 do the following, as applicable:

- Comply with the data security and confidentiality provisions detailed in 28 C.F.R. Part 22.
- Follow the [DOJ Cybersecurity and Privacy Rules of Behavior for General Users](#), which pertain to the use, security, and acceptable level of risk for DOJ systems and applications.
- Adhere to National Institute of Standards and Technology ([NIST](#)) guidelines and Office of Management and Budget guidance to categorize the sensitivity of all data collected or maintained on behalf of BJS.
- Once the system has been categorized, secure data in accordance with the most updated Risk Management Framework specified by NIST guidelines.
- Employ adequate controls to ensure data are not comingled with any other data

- set or product without the express written consent of BJS.
- Reduce the volume of PII collected, used, or retained to the minimum necessary.
 - Restrict access to identifiable data to individuals who must have such access.
 - Restrict use of identifiable data to approved purposes.
 - Follow BJS's established security incident notification procedures, including notifying BJS and the appropriate DOJ officials, within 1 hour of discovery, of all security incidents involving PII or other sensitive information collected or maintained in conjunction with BJS-funded activities.
 - Log all computer-readable data extracts from databases holding sensitive information and ensure that each extract including sensitive data has been erased within 90 days or that its use is still required.
 - Ensure all contracts involving the processing and storage of PII comply with DOJ policies on remote access and security incident reporting.
 - Complete data security and confidentiality trainings, as applicable.
 - Employ formal sanctions for anyone failing to comply with DOJ policy and procedures, in accordance with applicable laws and regulations.

Further, award recipients that receive funding for projects that involve collecting, receiving, acquiring, using, storing, or transferring data under BJS's authority are required to develop and maintain a BJS-approved DMP that describes how the data collected under BJS's authority for the program will be collected or acquired, received, handled, processed, stored, transferred, and disposed. A model DMP template is available on the BJS website at [Human Subjects Protection, Confidentiality, and Data Management Plan Requirements | Bureau of Justice Statistics](#).

Applicants are advised that OJP may audit the information systems that are used by award recipients during the performance period, to assess compliance with federal laws, regulations, and policies related to data management, confidentiality, and security.

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

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,

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

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

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

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

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

3. Adherence to federal standards

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

4. 21st Century Integrated Digital Experience Act

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

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

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

The Proposal Narrative must include the following sections:

a. Statement of the Problem

Describe the value of the SPI and why updating the survey instrument, providing alternate modes of collection, conducting a field test of the updated instrument, and preparing a national implementation plan to field the next iteration of the SPI are necessary.

b. Project Design and Implementation

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

c. Capabilities and Competencies

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

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

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

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

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

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

Note on Project Evaluations

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

Goals, Objectives, 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.

Objectives

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

Deliverables

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

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

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

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

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

Indirect Cost Rate Agreement (if applicable)

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

Consultant Rate

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

Limitation on Employee Compensation; Waiver

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

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

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

Disclosure of Process Related to Executive Compensation

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

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide resumes of key personnel.

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 **August 21, 2023, 8:59 PM ET**.

The **full application** must be submitted in JustGrants by **August 28, 2023, 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 and BJS at the contact identified within **24 hours of the JustGrants 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 OJP Response Center at grants@ncjrs.gov and BJS at the contact identified within 24 hours of the JustGrants deadline to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must—

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

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

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

Application Review Information

Review Criteria

Merit Review Criteria

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

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

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

The applicant must demonstrate that it can design and implement a high-quality project, including—

- the soundness of the methods and analytic and technical approach to addressing the stated aim(s) of the proposed project
- the feasibility of the proposed project
- awareness of potential pitfalls of the proposed project design and the feasibility of the proposed actions to minimize and/or mitigate them
- a plan for efficiently and cost-effectively accomplishing the project tasks
- sound proposed procedures for carrying out the project tasks and meeting the project deliverable time frames, including a commitment to identifying, communicating, and addressing potential problems before they become an issue and a plan for up-to-date tracking and reporting of progress.

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

The applicant must demonstrate that it has the appropriate corporate and staff capabilities and experience to conduct the work outlined in the project tasks, including—

- a demonstrated ability of the applicant organization to manage the effort
- the qualifications, demonstrated ability, and experience of the proposed staff who will manage the project and of those who will have data collection responsibilities in the use of accepted survey research

methods in the following areas: (a) collection of data from incarcerated people, (b) cleaning and verifying data and providing files that exhibit a high degree of accuracy, (c) conducting independent analysis of data and data quality, (d) producing datasets and documentation that require a high degree of attention to detail, (e) questionnaire design, and (f) innovation in data collection methods and mode testing

- the qualifications, demonstrated ability, and experience of the information technology staff and the capacity of the computing environment for developing a real-time tracking system (electronic database) and preparing datasets for statistical analysis
- an adequate management plan for the project, including sufficient delineation of project tasks and how project resources will be used
- adequate management oversight and quality control procedures.

Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.

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

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

The applicant must demonstrate awareness of methods for using budgetary resources efficiently and effectively and demonstrate appropriate internal controls over these resources. The application budget should be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities), demonstrating—

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

prudent person under the circumstances prevailing at the time the decision was made to incur the costs.)

Other Review Criteria/Factors

Other important considerations for BJS include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget Web-Based Form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

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

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

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

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

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

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the BJS Director, who may consider not only peer

review ratings and BJS recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 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>Update and test the SPI instrument to ensure accurate collection of national data on those incarcerated in prison.</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, including—</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 |
|---|--|--|
| <p>Update and test the SPI instrument to ensure accurate collection of national data on those incarcerated in prison.</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>Number and variety of subject matter experts consulted.</p> | <p>(a) a completed environmental scan</p> <p>(b) a report summarizing the recommendations of the stakeholders, identifying key variables of interest in the field and optimal outreach strategies for engaging respondents</p> <p>(c) draft survey instruments and protocols that enhance BJS’s capability to produce reliable national estimates, in which instruments have (1) modules that meet BJS needs for specific information about incarcerated people, (2) content that is consistent with general population surveys (to the extent possible) to facilitate rate estimation, (3) protocols that enhance capacity to adjust for nonresponse and reduce respondent burden by using administrative data, and (4) protocols including consent language, to link individual level survey data to administrative records</p> <p>(d) IRB approval certification and OMB generic clearance materials for the cognitive test</p> <p>(e) a full cognitive interview report including recommendations for changes to the instrument based on results</p> <p>(f) electronic versions of the cognitive interview protocols and data.</p> |

| Objective | Performance Measure(s) | Data Recipient Provides |
|--|---|---|
| <p>Evaluate an alternate mode of data collection to maximize data quality while minimizing burden to facilities and respondents.</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>(a) a CAPI version of the final instrument suitable for the field test</p> <p>(b) an alternate version of the final instrument suitable for the field test</p> <p>(c) IRB approval certification and OMB full clearance materials for the field test of the instrument</p> <p>(d) data collection reports during the field test, as specified by the PM</p> <p>(e) a full field test report including recommendations for changes to the instrument and survey administration protocols and analysis of different modes of survey delivery and consent protocols (if applicable)</p> <p>(f) electronic versions of the field test data</p> <p>(g) field test documentation</p> <p>(h) the final survey instruments including working digital versions of the instruments and associated programming.</p> |

| Objective | Performance Measure(s) | Data Recipient Provides |
|---|---|--|
| Develop a plan for the national implementation that BJS can use to conduct the SPI. | <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>Provide a written report consisting of a national implementation plan that addresses all aspects of the data collection and survey administration, including but not limited to—</p> <ul style="list-style-type: none"> (i) a sample design (ii) modes of data collection (iii) case management (iv) training of field staff (v) facility coordination (vi) respondent cooperation, including permission to collect identifiers and conduct record linkage (vii) other details related to the full management of the survey. |

Application Checklist

FY 2023 Survey of Prison Inmates Research and Development

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 \$2,000,000.

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:

- Submission receipt
- Validation receipt
- Grantor agency retrieval receipt
- Agency tracking number assignment

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

- Contact BJS or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](https://www.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

- 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; 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 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 resources 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.