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

Annual Survey of Jails in Indian Country, 2020-23
FY 2019 Competitive Grant Solicitation

CFDA # 16.734

Grants.gov Solicitation Number: BJS-2019-15733

Solicitation Release Date: April 1, 2019

Application Deadline: 11:59 p.m. eastern time on May 31, 2019

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Statistics (BJS) is seeking applications for the Annual Survey of Jails in Indian Country (SJIC). This award covers the data collection and analysis activities for reference years 2020 through 2023 and survey research and development, which will be performed from January 1, 2020, through June 30, 2024. As the primary source for criminal justice statistics in the United States, BJS is responsible for collecting, analyzing, publishing, and disseminating statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This program furthers the Department's mission by gathering critical criminal justice data from tribal jails and providing data to assist in reducing crime. The project will collect data necessary for producing annual estimates of jail population size and characteristics, including one-day custody counts, sex composition, counts by conviction status, most serious offense, average daily population, admissions, releases, and turnover rates. It will also collect data on facility characteristics, including rated capacity and staffing.

This solicitation incorporates the OJP Grant Application Resource Guide by reference. The OJP Grant Application Resource Guide provides guidance to applicants for the preparation and submission to OJP of applications 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.

Eligibility (Who may apply): Eligible applicants are national, regional, state, or local public and private entities; for-profit and nonprofit organizations (including tribal for-profit and nonprofit organizations); faith-based and community organizations; institutions of higher education (including tribal institutions of higher education); units of local government that support initiatives to improve the functioning of the criminal justice system; and federally recognized Indian tribal governments (as determined by the Secretary of the Interior). (A determination by the Secretary of the Interior is not required for tribes to which federal recognition was extended by virtue of Public Law 115-121, the Thomasina E. Jordan Indian Tribes of Virginia Federal Recognition Act of 2017.)

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

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). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project. Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application. For additional information on subawards, see the OJP Grant Application Resource Guide.

BJS may elect to fund applications submitted under this FY 2019 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Contact information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at https://www.grants.gov/web/grants/support.html, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours per day, 7 days per week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the BJS contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under "Experiencing Unforeseen Grants.gov Technical Issues" in the "How to Apply (Grants.gov)" section in the OJP Grant Application Resource Guide.

For assistance with any other requirements of this solicitation, contact Jennifer Bronson, BJS Statistician, by telephone at 202-307-0765 or by email at AskBJS@usdoj.gov. Include "SJIC" in the subject line.

Post-Award Legal Requirements Notice

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 applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the OJP Grant Application Resource Guide.

Deadline details

Applicants must register with Grants.gov at https://www.grants.gov/web/grants/register.html prior to submitting an application. All applications are due by 11:59 p.m. eastern time on May 31, 2019.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that

indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this Important Notice: Applying for Grants in Grants.gov.

For additional information, see the "How to Apply (Grants.gov)" section in the OJP Grant Application Resource Guide.

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Annual Survey of Jails in Indian Country, 2020-23

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A. Program Description

Overview
The Bureau of Justice Statistics (BJS) seeks an agent to conduct data collection and related activities for the Annual Survey of Jails in Indian Country (SJIC). This award covers the four collection cycles for reporting years 2020 through 2023. The project period is January 1, 2020, through June 30, 2024. The SJIC is the most comprehensive data collection of tribal jails in the United States. Started in 2008, the SJIC describes changes in the inmate population of jails in Indian country and how these facilities are staffed and operated. The data are analyzed by government officials, correctional administrators, and researchers to understand trends in the tribal jail population and inform the practices and policies of tribal jails nationwide.

Statutory Authority: Under Section 302 of the Omnibus Crime Control and Safe Streets Act, BJS is authorized to "make grants to, or enter into cooperative agreements or contracts with public agencies, institutions of higher education, private organizations, or private individuals" for purposes of collecting and analyzing criminal justice statistics. BJS is authorized to issue this solicitation under 34 U.S.C. § 10132.

Project-Specific Information
The SJIC collects information from all known confinement facilities, detention centers, and other correctional facilities (numbering 84 as of 2018) operated by tribal authorities or the Bureau of Indian Affairs (BIA). The SJIC collects information pertaining to jail inmate population counts, movements, and characteristics on the last weekday in June each year. Data are collected on the number of adults and juveniles held, sex of inmates, conviction status, seriousness of inmates' offenses, number of admissions and releases in June, number of inmate deaths, average daily population, peak population in June, rated capacity of facility, crowding issues, and jail staffing and training. Data collection instruments used for the SJIC can be found at www.bjs.gov/index.cfm?ty=dcdetail&iid=276. Data from the SJIC collection are published in an annual "Jails in Indian Country" series of bulletins, available at www.bjs.gov/index.cfm?ty=pbse&sid=32.

Goals, Objectives, and Deliverables
The goals of this project are to field the survey instrument and to analyze the data it collects to produce high-quality and accurate statistics and analyses for the 2020 through 2023 iterations of the SJIC. In addition, BJS expects the award recipient to recommend enhancements for the SJIC, cognitively test revised and new questions, and field an addendum to the 2023 SJIC based on the survey enhancements. Survey design, data collection, and analytic activities include—
- Fielding four surveys in 2020 through 2023 and an addendum in 2023.
- Performing data quality follow up, as necessary, to obtain the high response rates that have been a hallmark of this collection (e.g., 100% in 2008 through 2012 and 90% or greater in 2013 through 2017).

- Implementing data entry, verification, and editing procedures to complete an analytic dataset that will be used to prepare tables for release in BJS's annual bulletins on "Jails in Indian Country."
- Delivering a final analytic data set and documentation in a timely manner to allow for BJS analysis for the annual bulletins and for archiving the data (currently the National Archive of Criminal Justice Data (NACJD) is the designated data archiving agent).
- Recommending ways to enhance the survey and cognitively test the enhancements.

The recipient must meet the critical objectives each year of the SJIC, as described in the "Annual Tasks" and "One-time Tasks" below. Pending funding and budget and other clearances, the project will begin on January 1, 2020, and terminate on June 30, 2024.

A. Annual Tasks: Applicants' proposals should describe their plan for addressing the following 12 Annual Tasks. In describing their plans, applicants should clearly define the relationship between the Annual Tasks and the annual project objectives.

1. **Data Management Plan**
   The recipient is required to develop and maintain a Data Management Plan (DMP) that describes the specific procedures that will be followed to handle, process, maintain, protect, and dispose of the data collected or maintained under BJS's authority in conjunction with the approved project tasks. At minimum, the DMP should provide information about the following categories:
   - **Project team**—list the project team members (including the individuals tasked with drafting and overseeing the DMP), identify their roles, and provide their contact information.
   - **Data elements and characteristics**—provide a list of the specific data variables that will be collected, data type (e.g., survey or administrative data), and from what data sources. Identify whether data formats adhere to standard data documentation formats, list associated metadata, as applicable, and specify the standards and data naming conventions used.
   - **Record life cycle**—describe the physical and technical pathways and requirements for data that are collected or maintained for the project(s), including the data destination(s), transport method(s) from the data provider and to BJS, encryption requirements, storage site(s) and method(s), file format(s), file sizes, file categories (e.g., personally identifiable information [PII], public data, etc.), sensitivity categorization(s), file path location(s), backup procedures, and data destruction method(s).
   - **Incident response plan**—describe the procedures that will be followed in the event of a real or suspected breach of identifiable information that is collected or maintained in conjunction with the project.
   - **Data use agreements**—for each data use agreement that is executed with an external data provider for the project, summarize the terms and requirements that the award recipient will be responsible for fulfilling and describe what steps will be completed to ensure all applicable terms and requirements are complied with (e.g., institutional-review-board approval process, limiting access to PII, and ensuring the technical and physical security of data, including data access protocols). Where applicable, summarize mitigations for data security, ethical, intellectual property, and privacy issues.

- **Data archiving**—describe what data elements and how the data will be prepared for archiving and what level of access will be assigned (e.g., as public use files, restricted access, or other).
- **Staff training**—list the specific trainings that project staff are required to complete as a condition of funding and the completion dates.
- **Resources**—identify and describe the equipment, expertise, and software tools used to complete project activities, including data curation, data exchange, and access between parties.

The DMP should be completed in collaboration with the BJS Project Manager (PM) and submitted to BJS for review and approval no later than 60 days after the award start date. The recipient is required to maintain an updated version of its DMP throughout the project period and receive written BJS approval prior to making changes to the approved plan. The recipient should submit, through the Grants Management System (GMS) of the Office of Justice Programs (OJP), an updated copy of the DMP for review with the recipient's semi-annual progress reports, and at any time on the request of BJS. The recipient must also comply with U.S. Department of Justice (DOJ) regulations at 28 C.F.R. 22.23 and submit a Privacy Certificate for any project that includes the collection of information identifiable to a private person.

2. **Project management and project schedule**
   The recipient should efficiently manage data collection and foster communication with the BJS PM and staff, other project staff, and stakeholders.

   2.1. In January 2020 through January 2023, before each collection cycle, the recipient's project director (PD) and key staff will attend in-person kickoff meetings with the BJS PM and BJS key staff in Washington, D.C. The meetings should review the overall project goals and tasks and discuss areas of concern related to the proposed project scheduling plan, staffing plan, and other management requirements. The meetings will provide an opportunity for BJS staff to share project experience and materials with the recipient.

   Within 2 weeks of the kickoff meeting of each collection cycle, the recipient will submit an updated version of the project schedule, and the BJS PM will review and provide comments. The recipient will subsequently revise the schedule as needed.

   2.2. Project calls and meetings. The recipient will establish regular communication with BJS staff about the project's status, including regular phone calls and monthly meetings. The recipient will work with BJS to develop the agendas for the monthly meeting. The BJS PM and the recipient will establish other regular communication vehicles as needed.

   In the project plan, applicants will develop a schedule for each task. The schedule will identify start dates for each task and subtask and completion dates for all deliverables shown in the table under Section D. Application and Submission Information. After the BJS PM has agreed to the timetable, all work is expected to be completed as scheduled unless the BJS PM is consulted and approves any changes.

2.3. <u>Monthly progress reports and semi-annual progress reports</u>. The recipient will submit monthly progress reports by the middle of each month that include (1) the status of the project relative to its goals, such as collection year comparison of response rates by weeks in the field; (2) survey response rates, item nonresponse, information about new or closed facilities, changes in facility operations, and other factors related to the scope of coverage; (3) implementation issues needing special attention; (4) encountered problems needing BJS input; (5) objectives for the upcoming month, (6) a brief discussion of the expenditure of funds, a statement indicating the absolute value and percentage of funds that have been expended, and a breakdown of total hours worked and expenses for all team personnel; and (7) a statement of whether the project will be completed according to the schedule and budget. These reports should be provided to BJS via email in commercially available software beginning one month after the January 2020 kickoff meeting.

The final monthly report for a survey year will include a review of the survey's performance for that year. Items to include in this report are final response and item rates, collection issues and concerns, extent of respondent burden, and other survey administration issues that imposed a relatively large burden on the respondents or the recipient in administering the survey.

Semi-annual progress reports and budget reports are required to be submitted in the GMS and approved by the BJS PM.

3. **Analytic support**
The recipient will need to respond to sporadic requests for special tabulations of the SJIC data for BJS. This will involve producing descriptive statistics, trends over time for selected facilities, and other fairly rudimentary analyses that should require no more than 10 hours of an analyst's time. The recipient will produce and verify the program code used to generate the tabulations and submit it to BJS. For planning purposes, the recipient should expect to conduct 10 such analyses during the project period.

4. **Conference presentations**
The recipient should plan to attend one major conference or meeting of Indian country officials per year with BJS staff to present on issues related to the Jails in Indian Country project and to engage stakeholders in improving and enhancing the collection or to achieve other goals, such as marketing the collection to key stakeholders. The conference presentation tasks may include (a) leading focus groups to obtain feedback about the survey for the purposes of enhancing the survey or (b) presenting data on SJIC at tribal conferences. The recipient should plan to assist BJS staff in developing four presentations (one per year) over the life cycle of the award. At least 8 weeks prior to the conferences, the recipient must furnish BJS with a copy of the proposed presentation. Possible venues include the National Indian Nations Conference: Justice for Victims of Crime, the National Congress of American Indians events or conferences, and the American Jail Association's annual conference. Based on recommendations from the award recipient, the BJS PM will make the final decisions about conference venues and presentation topics.

5. **Meet BJS data security requirements and data collection tool development standards**
   The recipient will maintain data securely and confidentially in accordance with 28 C.F.R. Part 22. At BJS's request, the recipient will provide a copy of the data security procedures and copies of forms signed by staff indicating their compliance with 28 C.F.R. Part 22. Applicants should demonstrate the capacity to meet this requirement.

   Data transfers between BJS and the recipient will be carried out using the DOJ's secure Justice Enterprise File Sharing tool.

   The data collection website should be compatible with the OJP environment. In developing the website, the recipient should consult BJS's Data Tool Development Standards (Appendix B), which set out requirements for the architecture framework, data security, technology stacks, and technical documentation. The recipient may be required to manage some information and communications with OJP staff using systems hosted on the OJP network.

6. **Delivery of all project materials**
   All data and source code generated by this project belong to BJS. BJS retains all rights to exclusive data use until it releases the public-use data file, which will be available at the NACJD at https://www.icpsr.umich.edu/icpsrweb/content/NACJD/index.html or the OJP designated archiving agent.

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

   The recipient will transfer all project materials, including code, database, website application, and project files, to BJS or the next recipient toward the end of the project period should the recipient not win the next competition for the SJIC. Time should be budgeted into the final year of the award to allow for this transfer.

7. **Update and maintain an accurate contact list of the SJIC universe and respondents**
   Using BJS's most recent list of SJIC Indian country jail facilities and respondents, the recipient will verify and update the names, addresses, and appropriate contact information of respondents each year. The recipient will search for additional jail facilities operated by tribal authorities or BIA that are not included on the BJS list, using the information sources available to the award recipient (including any BIA and tribal law enforcement and correctional agencies the recipient may have experience with, commercial databases, membership lists of professional associations, academic researchers specializing in jail research, and other sources). The recipient will also review newly identified jail facilities with BJS to determine whether to include them in the survey and will add to the list those respondents that BJS and the recipient decide fall within the scope of the SJIC collection.

For planning purposes, the recipient should assume that there are 84 operating facilities. BJS will provide the most up-to-date list of the operating facilities prior to survey implementation. The most recently released "Jails in Indian Country" bulletin lists the facilities in the appendix tables and is available at https://www.bjs.gov/index.cfm?ty=pbse&sid=32. There are a small number of facilities each year that are nonoperational but are considered to be within the scope of the SJIC and are assessed.

8. **Develop the annual SJIC survey instrument**
   The recipient will develop the SJIC instrument in PDF format based on the 2019 instrument provided by the BJS PM. For the 2020 through 2023 SJIC collections, the recipient will make only minor updates to the instrument (e.g., update reference dates) for each subsequent collection and will develop the form for the 2023 addendum based on consultation with BJS. The recipient will provide the survey instrument to the BJS PM for review and approval 2 months prior to the start of each annual data collection.

   For planning purposes, use the current version of the SJIC instrument approved by the Office of Management and Budget (OMB), available at https://www.bjs.gov/index.cfm?ty=dcdetail&iid=276#Questionnaires.

9. **Develop and implement a real-time tracking system**
   The recipient will develop, implement, and maintain a database to provide the ongoing, real-time status of the survey administration. Use the database to provide project status information about each respondent, including a record of follow-up communication and procedures used for each case, the respondent's survey data and method of response (i.e., mail, email, fax, or phone), and dates of contacts and survey completion. The database should remain current and be easily accessible to the BJS PM at all times.

10. **Fielding the SJIC**
    10.1. Develop a survey administration plan and supporting documents. The recipient will draft a survey administration plan that describes how the survey will be fielded and data collection completed on time. Fielding the SJIC involves sending a cover letter and questionnaire from BJS that describes the survey, indicates the target dates for completion, and names contact persons on the award recipient's staff and from BJS staff. Each collection year, the recipient will modify the plan as needed, finalize all supporting documents, and deliver it to the BJS PM for review and approval prior to initiating the annual data collection.

    The award recipient will prepare drafts of the notification and submit them to BJS for review. After BJS's approval, the award recipient will distribute the notification letters with the survey questionnaire. Historically, the SJIC has been administered as a paper form. While following up with respondents, the award recipient should determine the most favorable mode for administering the survey and determine the feasibility of using an electronic collection method. In this assessment, the award recipient should consider cost-effective approaches, tribal access to electronic reporting, and reductions in respondent burden and the time needed to complete the data collection while maintaining high-quality data. The recipient should assess the

information it obtains about respondents' capacities to provide data electronically and include this assessment in the [One-time Task](#) of recommending enhancements to the SJIC.

The survey administrative plan should also identify and implement techniques needed to achieve 95% or better survey and item response rates. BJS has consistently achieved greater than a 90% survey response rate and obtained a 100% survey response rate in the 2008 through 2012 survey administrations. Each year, the recipient will conduct a historical review of item level data from previous SJIC survey administrations to validate current responses. The plan should include communication materials (i.e., letters, email, and call scripts) and protocols of data quality follow-up (DQFU) and survey nonresponse follow-up (NRFU). The recipient will adapt these documents as needed to address issues that arise during data collection.

10.2. <u>Data validation program and implementation</u>. To minimize measurement errors and missing data, the recipient will incorporate data validation programs into the real-time tracking system database as necessary. The recipient will develop and deliver to the BJS PM specifications of data validation programs for review and approval to implement in the database.

The recipient will maintain and update the database of survey responses as surveys are received, with the goal of completing the review, assessment, data entry, and edit check for each survey within 2 weeks of receipt. Within that time frame, address survey response issues, such as clarifying discrepancies in responses, correcting errors in entry, and addressing item nonresponse.

10.3. <u>Data quality follow-up and nonresponse follow-up</u>. Within 2 weeks after the data collection begins, the recipient will conduct DQFU and NRFU activities as needed to maximize response rates and minimize errors. At BJS's discretion, the recipient may extend the data collection period to reach a satisfactory response rate or to resolve large data-quality issues. This may involve multiple follow-up telephone calls, re-mailing or re-faxing surveys, and phone, fax, or email correspondence.

During follow-up, if information is obtained that suggests new facilities in Indian country that are not included in the respondent list, the recipient should verify the existence of each such facility and obtain contact information for them. The recipient should also identify facilities that closed, merged with another facility, or whose operations were suspended during a year. Finally, the respondent should update the respondent list with information about new or closed facilities.

11. Analytic data file and documentation

One month after data collection ends, the recipient will deliver to the BJS PM an analytic data file that will be used to prepare BJS statistical tables and reports. It will include the facility name, location, contact information, survey data, and flag variables. Along with the data file, the recipient will also deliver a data codebook and a methodology report that describes procedures used to collect the SJIC. The

codebook should include all variable and value labels and summary statistics such as the sum, frequencies, and means for each variable.

The recipient will maintain paper versions of the completed surveys and provide scanned copies to the BJS PM each year.

12. Post-collection report
One month after data file delivery, the recipient will provide a post-collection report to evaluate the performance and provide recommendations for enhancing data collection in the future. The report should summarize unit- and item-response rates and DQFU and NRFU efforts and effectiveness; provide lists of nonrespondents and unresolved data issues; and make suggestions for the survey instrument, survey administration, and data processing for the next cycle. Other areas of improvement include reducing respondent burden, survey cost, and coverage error.

B. One-time Tasks: The following three tasks will be completed during the 4-year project period:

1. Survey enhancement
The award recipient will make recommendations to BJS for enhancing the annual SJIC and the periodic addendum (https://www.bjs.gov/content/pub/pdf/cj-5badd_11.pdf). The addendum collects data on the programs and services that tribal facilities provide to inmates, such as programs and services related to health care, medical assessments, mental-health screening procedures, counseling, and education. Throughout the project, the recipient should use the Annual Tasks to identify opportunities to enhance the SJIC and obtain and assess the information necessary to make informed recommendations for these enhancements.

1.1. During the start of the second project year, the recipient should propose to BJS a concept paper for undertaking this assessment to identify areas for improvement. The recipient should review the annual data collection instrument and the 2011 addendum to identify gaps in the collections, assess the costs and challenges associated with obtaining data to fill gaps, and develop methodologies for obtaining the data. This process should involve coordination of key stakeholders. The review and assessment should cover all aspects of the annual SJIC and addendum, including the content of the surveys, modes of administration, communication with the field about the surveys, statistical products from the data collections, and dissemination of products.

1.2. The recipient should submit to BJS a document that summarizes what was learned from the review and propose changes to the SJIC and the addendum. This document should identify and describe potential improvements that could be made to the surveys, its administration, or analysis that can be implemented during future iterations of the surveys. It should include recommendations to BJS that will lead to improved response rates, higher quality data, and a reduction in the time required for data collection.

2. **Conduct a cognitive test**
   Working with the BJS PM, the recipient will conduct a cognitive test of new and revised items to be used in future SJIC collections and the 2023 addendum. Tasks include—

   2.1. Developing a paper survey consisting of new and revised items, inviting respondents to participate in the test, and following up the test with semi-structured phone interviews to evaluate the validity of the items and estimated time burden. The recipient will develop cognitive interview questions and recruit tribal jails of varying sizes. The cognitive test should consist of two iterations for a total of 9 interviews to test and retest item wording. For planning purposes, the recipient should expect to test up to 20 questions from October 2022 to November 2022.

   2.2. Providing to the BJS PM a cognitive test plan in August 2022 and a final summary report in December 2022. The final summary report will address respondents' comprehension of the items, burden, and ability to answer items; and the validity, reliability, and functionality of the items.

3. **2023 SJIC addendum development and administration**

   3.1. The recipient will develop the instrument in close collaboration with the BJS PM.

   3.2. The recipient will field an addendum to the SJIC during the 2023 data collection. The addendum may focus on topics that were addressed in the 2011 survey addendum and/or focus on enhancements based on recommendations in task 1 of the "One-Time Tasks."

Deliverables for Annual Tasks
1. 2020-2023, each January—develop (2020) and maintain annually a data management plan.
2. 2020-2023, each January—hold kickoff meeting.
3. 2020-2023, each January—submit project and task schedule, staffing plan.
4. January 2020-June 2024, monthly—participate in project calls.
5. January 2020-June 2024, monthly—deliver progress reports.
6. January 2020-June 2024, every 6 months—deliver semi-annual progress reports.
7. 2020-2023, each April—develop (2020) and maintain annually a real-time tracking system database.
8. 2020-2023, each April—develop (2020) and revise annually as necessary a survey administrative plan and supporting documents.
9. 2020-2023, each April—develop (2020) and revise annually as necessary a data validation program.
10. 2020-2023, each May—deliver final version of the survey instrument.
11. 2020-2023, each mid-June—conduct jail universe maintenance.
12. 2020-2023, each mid-July—field the SJIC.
13. 2020-2023, each August to February—conduct data-quality follow-up and survey nonresponse follow-up.
14. 2021-2024, each March—deliver analytic data file and documentation, which will include the 2023 SJIC addendum in addition to the core survey.
15. 2021-2024, each April—deliver post-collection report.

Deliverables for One-Time Tasks
1. January 2021-August 2022—conduct survey enhancement assessment.
2. August 2022—develop cognitive test plan.
3. September 2022—deliver OMB generic clearance for cognitive test.
4. October-November 2022—conduct field cognitive test.
5. December 2022—deliver cognitive test summary report.
6. January-February 2023—develop the SJIC addendum.
7. 2023, mid-July—field the SJIC addendum along with the 2023 core survey.

Applicants should describe in the project narrative how data collected as part of the BJS-funded activities will be delivered to BJS, including in what format and at what anticipated frequency. Following consultation with and direction by the BJS PM, award recipients will be required to provide the specific data structure documentation to BJS as a final deliverable. At minimum, the data documentation structure must include the expected names, formats, and allowable values for each data element. The data structure documentation is a required final deliverable and shall be subject to review and approval by BJS's Technology and Management Unit.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under What an Application Should Include.

BJS award recipients that serve as data collection agents may need to pass an OJP background check. They may also be required to complete some of their work on the OJP network using OJP-hosted applications. OJP may request copies of the codebase, database, and related documentation for any applications developed using BJS funds. Required documentation includes functional specifications and installation instructions.

Information Regarding Potential Evaluation of Programs and Activities
Applicants should note OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the OJP Grant Application Resource Guide section, entitled, "Information Regarding Potential Evaluation of Programs and Activities."

B. Federal Award Information

Maximum number of awards BJS expects to make	One
Estimated maximum dollar amount for each award	$475,000
Total amount anticipated to be awarded under solicitation	$475,000
Period of Performance start date	January 1, 2020
Period of Performance duration	54 months

Please note that applicants should submit separate annual budgets for each fiscal year from 2020 through 2024 and one summary budget for the entire project period.

BJS may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, OJP's strategic priorities, and OJP's assessment of both the

management of the award (for example, timeliness and quality of progress reports), and the progress of the work funded under the award.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Type of Award
BJS expects to make any award under this solicitation in the form of a cooperative agreement, which is a type of award that provides for BJS 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 a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

Cooperative agreements include a condition in the award document that sets out the nature of the "substantial federal involvement" in carrying out the award and program. Generally stated, under BJS cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient. BJS, however, may have substantial involvement in matters such as substantive coordination of technical efforts and site selection, as well as review and approval of project work plans, research designs, data collection instruments, and major project-generated materials. In addition, BJS often indicates in the award terms and conditions that it may redirect the project if necessary.

In addition to an award condition that sets out the nature of the anticipated "substantial federal involvement" in the award, cooperative agreements awarded by BJS include an award condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

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[1] as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See OJP Grant Application Resource Guide for additional information.

Information System Security and Privacy Requirements
Award recipients and subrecipients that collect, receive, handle, maintain, transfer, process, store, or disseminate personally identifiable information (PII) (e.g., names, Social Security numbers, last-known addresses, or FBI, state, or Department of Correction (DOC) ID numbers) under BJS's authority in conjunction with the funded activities must maintain the appropriate administrative, physical, and technical safeguards to ensure that information systems are adequately secured and protected against unauthorized disclosure, in accordance with applicable federal laws, regulations, and other authorities.

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

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[1] The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

- 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.
- Assess and secure information systems in accordance with the Federal Information E-Government Act of 2002 (FISMA) (P.L. No. 107-347), which appears as Title III of the E-Government Act of 2002 (P.L. No. 107-347).
- Adhere to National Institute of Standards and Technology (NIST) guidelines 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 Risk Management Framework specified in NIST SP 800-37 rev. 1.
- 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.
- Limit access to identifiable data to only those individuals who must have such access.
- Limit use of identifiable data to only the purposes for which it was approved.
- Notify BJS, within one hour of discovery, of all security incidents that impact a FISMA-defined information system used to support award 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.
- Employ formal sanctions for anyone failing to comply with DOJ policy and procedures, in accordance with applicable laws and regulations.

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

To ensure that applicants understand the applicable information system security and privacy requirements, BJS encourages prospective applicants to review the relevant 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://www.bjs.gov/content/pub/pdf/BJS_Data_Protection_Guidelines.pdf.

Budget Information

Cost Sharing or Matching Requirement
This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

See OJP Grant Application Resource Guide for additional information on cost sharing and match requirement.

Pre-agreement Costs (also known as Pre-award Costs)
Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award.

OJP does **not** typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs **before** submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving pre-agreement costs, the applicant may contact the point of contact listed on the title page of the solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-agreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide Postaward Requirements at https://ojp.gov/financialguide/DOJ/index.htm for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver
For applicants seeking the waiver, see OJP Grant Application Resource Guide for information.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs
OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to carefully review—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events. See OJP Grant Application Resource Guide for information.

Costs Associated with Language Assistance (if applicable)
See the OJP Grant Application Resource Guide for information on costs associated with language assistance that may be allowable.

C. Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or matching requirements, see Section B. Federal Award Information.

D. Application and Submission Information

What an Application Should Include
For this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative, and résumés/curriculum vitae of key personnel.

See the "Application Elements and Formatting Instructions" section of the OJP Grant Application Resource Guide for information on, among other things, what happens to an application that does not contain all the specified elements, or that is nonresponsive to the scope of the solicitation.

1. **Complete the Application for Federal Assistance (Standard Form (SF)-424)**

   The SF-424 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.

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

2. **Project Abstract**

   Applications should include a high-quality project abstract that summarizes the proposed project in 400 or fewer words. Project abstracts should be—
   - Written for a general public audience.
   - Submitted as a separate attachment with "Project Abstract" as part of its file name.
   - Single-spaced, using a standard 12-point font (such as Times New Roman) with 1-inch margins.

   As a separate attachment, the project abstract will not count against the page limit for the program narrative.

3. **Program Narrative**

   The program narrative should describe how the applicant will address the project's goals and objectives and meet the deliverables. The program narrative should also address the selection criteria; present a clear understanding of BJS, its mission, and the SJIC; and demonstrate the applicant's capabilities to complete the tasks in a timely manner.

   The following sections should be included as part of the program narrative:
   a. Statement of the Problem/Description of the Issue.
   b. Project Design and Implementation.
   c. Capabilities and Competencies.
   d. Plan for Collecting the Data Required for this Solicitation's Performance Measures.

   The first two sections of the program narrative should not exceed 25 pages using a minimum of 1.5 line spacing, 12-point font (Times New Roman), and 1-inch margins. These limitations apply to tables and figures included in sections a. and b. If the program narrative fails to comply with these length-related restrictions, BJS may consider such noncompliance in peer review and in final award decisions.

   OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in Section A. Program Description.

   Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Objective	Performance Measure(s)	Data Grantee Provides
Improve the data collection of the SJIC by developing a real-time data tracking system (database).	On-time delivery of the real-time data tracking system that adheres to the specification and functions defined by BJS.	Real-time data tracking system submitted for BJS review; website launched. Summary of the functions and capabilities of the real-time data tracking system. Complete documentation that data files meet BJS expectations for accuracy and completeness, and that project tasks have been completed within the time frame specified in the project period.
Improve quality and reliability of the annual SJIC.	Number of deliverables (including data files) completed on time.	On-time delivery of the tribal jail frame file. Updated tribal jail universe file was submitted for BJS preview; final files were delivered.
	Number of deliverables (including data files) that meet BJS's expectations.	Summary of activities conducted to update the tribal jail universe file and effectiveness of each activity. Log of all eligibility changes made to the tribal jail universe file after data collection.
	Provide raw data converted to a standardized format for the real-time tracking system (database).	Accept data in a variety of formats and convert into a common format for real-time tracking system (database).
	Amount of data requests that are completed on time and adhere to data quality standards.	Tribal jail universe file with minimal errors as defined by BJS.

Objective	Performance Measure(s)	Data Grantee Provides
Achieve high data quality by successfully administering the SJIC collection.	Number of deliverables completed on time. Achieve a survey and item response rate of 95% or more for each collection cycle.	Deliverables were submitted. Number of reporting units that responded to the SJIC survey. Unit- and item- response rates in the post-collection report.
Improve the analysis of the SJIC data by providing high-quality final data files and documentation.	Number of scheduled data collection series and special data analyses conducted. Number of data requests that are completed on time and adhere to data quality standards.	Deliver final SJIC data file and documentation one month after data collection ends. Complete results of requested analyses.
Provide support to BJS to strengthen research and data collection activities.	Quality of project management as measured by whether significant project milestones were achieved, final deadlines were met, and costs were maintained within approved funds.	Monthly and semi-annual progress reports, project plans, regular communication with BJS, and quarterly financial statements.

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

Note on Project Evaluations
An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the OJP Grant Application Resource Guide.

4. Budget Information and Associated Documentation

See the "Budget Preparation and Submission Information" section of the OJP Grant Application Resource Guide for details on the Budget Detail Worksheet, and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and pre-agreement costs.

5. Indirect Cost Rate Agreement

See the "Budget Preparation and Submission Information" section of the OJP Grant Application Resource Guide for information.

6. Tribal Authorizing Resolution (if applicable)

An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution. See the OJP Grant Application Resource Guide for information on tribal authorizing resolutions.

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

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (Questionnaire) at https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf as part of its application. See the OJP Grant Application Resource Guide for additional information and submission instructions for this Questionnaire.

8. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. See the OJP Grant Application Resource Guide for additional information and submission instructions for this disclosure.

9. Applicant Disclosure of Pending Applications

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation, and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. For additional information on the submission requirements for this disclosure, see the OJP Grant Application Resource Guide.

10. Applicant Disclosure and Justification – DOJ High Risk Grantees[2] (if applicable)

An applicant that is designated as a DOJ High Risk Grantee is to submit in GMS, as a separate attachment to its application, information that OJP will use, among other pertinent

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[2] A "DOJ High Risk Grantee" is a 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, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named "DOJ High Risk Grantee Applicant Disclosure and Justification." (See, also, "Review Process," below, under Section E. Application Review Information, for a brief discussion of how such information may considered in the application review process.) See the OJP Grant Application Resource Guide for additional information and submission instructions for this disclosure.

11. Research and Evaluation Independence and Integrity

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. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the OJP Grant Application Resource Guide.

12. Disclosure of Process Related to Executive Compensation

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service (IRS) regulations with regard to its compensation decisions. Each applicant nonprofit organization must state at the time of its application (question 9c in the "OJP Financial Management and System of Internal Controls Questionnaire" located at https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf and mentioned earlier) whether or not the applicant entity believes (or asserts) that it currently satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities).

A nonprofit organization that states in the questionnaire that it believes (or asserts) that it has satisfied the requirements of 26 C.F.R. 53.4958-6 must then disclose, in an attachment to its application (to be titled "Disclosure of Process Related to Executive Compensation"), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied on by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent

documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the IRS for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OJP may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

13. Additional attachments

A Privacy Certificate and Human Subjects Protection Certification of Compliance must be completed for each project proposed in an application.

- **Privacy Certification.** 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. A model certificate is located at www.bjs.gov/content/pub/pdf/bjsmpc.pdf.

- **Human Subjects Protection Certification of Compliance.** BJS requires the funding recipient to submit proper documentation to be used to determine that the research project meets the federal requirements for human subjects protections set forth in 28 CFR Part 46. A model certificate, describing the necessary information to be provided by the funding recipient, is located at www.bjs.gov/content/hscr.cfm.

How to Apply (Grants.gov)
Applicants must register in and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the OJP Grant Application Resource Guide.

Registration and Submission Steps
Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov:

- CFDA # 16.734, Special Data Collections and Statistical Studies.
- BJS-2019-15733*.*

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

E. Application Review Information

Review Criteria
Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria:

1. **Statement of the Problem/Description of the Issue (15%)**—Applicants must demonstrate a clear understanding of the project and the SJIC program goals of (a) improving the timeliness of data, (b) enhancing the reliability of data, (c) fostering strong working relationships with and among data providers, (d) improving responsiveness to stakeholder needs, and (e) developing and implementing efficient data collection mechanisms. Applications should demonstrate—
   - Awareness of the state of current research.
   - Knowledge of issues facing tribal jails, how to provide jails with needed information, and challenges tribal jails face in gathering and reporting data.
   - Knowledge of methods for improving timely survey response.
   - Understanding of how the SJIC contributes to the corrections field and the tribal justice system.

2. **Project Design and Implementation (35%)**—Applicants must demonstrate that they can design and implement a high-quality project. Applications should demonstrate—
   - Soundness of the methods and analytic and technical approach to addressing the stated aim(s) of the proposed project.
   - Feasibility of the proposed project.
   - Awareness of potential pitfalls of the proposed project design and feasibility of the proposed actions to minimize and/or mitigate them.
   - A plan for efficiently and cost-effectively administering establishment surveys to tribal jails that collect and process data.
   - An understanding of the challenges facing jail respondents in providing data to meet BJS standards and an approach that recognizes and addresses these challenges.
   - Sound proposed procedures for carrying out the project tasks and meeting the project deliverable time frames. This includes 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 data collection progress.

3. **Capabilities and Competencies (30%)**—Applicants must demonstrate that they have the appropriate corporate and staff capabilities and experience to conduct the work outlined in the project tasks. Applicants should demonstrate—
   - 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 day-to-day data collection responsibilities in the use of accepted survey research methods in the

following areas: (a) questionnaire design; (b) collection of data from tribal jails; (c) cleaning and verifying data and providing files that exhibit a high degree of accuracy; (d) conducting independent analysis of data; and (e) producing datasets and documentation that require a high degree of attention to detail.
- 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.
- Successful past performance of the proposed project team in addressing the key objectives for the project.
- Demonstrated knowledge of the tribal criminal justice system.

4. **Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)**—Proposes efficient data collection activities required to demonstrate the project's performance in a low-cost manner and as part of the project organization.

5. **Budget (15%)**—Applicants 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) and demonstrate—
   - 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.[3]

   Please note that applicants should submit separate annual budgets for each fiscal year from 2020 through 2024 and one summary budget for the entire project period.

Review Process
OJP is committed to ensuring a fair and open process for making awards. BJS reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. See the OJP Grant Application Resource Guide for information on the application review process for this solicitation.

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[3] 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.

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

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

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

F. Federal Award Administration Information

Federal Award Notices
See the OJP Grant Application Resource Guide for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements
OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application. See the OJP Grant Application Resource Guide for additional information on administrative, national policy, and other legal requirements.

Information Technology (IT) 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 information on information technology security.

General Information about Post-Federal Award Reporting Requirements
In addition to the deliverables described in Section A. Program Description, any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress 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 measures data.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page #.

For contact information for Grants.gov, see page #.

H. Other Information

Freedom of Information Act and Privacy Act (5 U.S.C. 552 and 552a)
All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. See the OJP Grant Application Resource Guide for information on DOJ and OJP processes with regard to application information requested pursuant to FOIA.

Provide Feedback to OJP
To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. See the OJP Grant Application Resource Guide for information on providing solicitation feedback to OJP.

Appendix A: Application Checklist
Annual Survey of Jails in Indian Country, 2020-23

This application checklist has been created as an aid in developing an application.

What an Applicant Should Do:
See OJP Grant Application Resource Guide for more information on all sections.

Prior to Registering in Grants.gov:
_____ Acquire a DUNS Number
_____ Acquire or renew registration with SAM

To Register with Grants.gov:
_____ Acquire AOR and Grants.gov username/password
_____ Acquire AOR confirmation from the E-Biz POC

To Find Funding Opportunity:
_____ Search for the Funding Opportunity on Grants.gov   (see page 23)
_____ Access Funding Opportunity and Application Package
_____ Sign up for Grants.gov email notifications (optional)
_____ Read Important Notice: Applying for Grants in Grants.gov
_____ Read OJP policy and guidance on conference approval, planning, and reporting
          available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm
                                                                                (see page 17)

After Application Submission, *Receive Grants.gov Email Notifications That:*
_____ (1) application has been received,
_____ (2) application has either been successfully validated or rejected with errors
                                                                                (see page 2)

If No Grants.gov Receipt, and Validation or Error Notifications are Received:
_____ Contact BJS regarding technical difficulties   (see page 2)

Overview of Post-Award Legal Requirements:

_____ Review the OJP Grant Application Resource Guide.

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s) of $475,000.

Eligibility Requirement: See title page

What an Application Should Include:

The following items are critical application elements required to pass BMR. An application that OJP determines does not include the application elements designated to be critical will neither proceed to peer review nor receive further consideration.

☐ Program Narrative   (see page 18)
☐ Budget Detail Worksheet   (see page 21)
☐ Budget Narrative   (see page 17)
☐ Résumés/Curriculum Vitae of Key Personnel   (see page 17)

☐ Application for Federal Assistance (SF-424)   (see page 18)

☐ Project Abstract   (see page 18)

☐ Program Narrative   (see page 18)

☐ Budget Detail Worksheet (including Narrative)   (see page 21)

☐ Indirect Cost Rate Agreement (if applicable)   (see page 21)

☐ Tribal Authorizing Resolution (if applicable)   (see page 21)

☐ Financial Management and System of Internal Controls Questionnaire
                                                       (see page 21)

☐ [Disclosure of Lobbying Activities (SF-LLL)](#)   (see page 21)

☐ Applicant Disclosure of Pending Applications   (see page 21)

☐ Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)

☐ Research and Evaluation Independence and Integrity   (see page 22)

☐ Disclosure of Process related to Executive Compensation   (see page 22)

☐ Request and Justification for Employee Compensation; Waiver (if applicable)

☐ Additional Attachments   (see page 23)

Appendix B: BJS Data Tool Development Standards

Technology
BJS applications and data exploration tools should be developed using an n-tier architecture using .NET Framework. The data layer should reside on a Microsoft SQL relational database and be accessed by the user interface using a properly abstracted RESTful API. Any business logic not reasonably related to the interface layer should reside behind the API. Business logic should not be tightly bound to the database (e.g., stored procedures, etc.) as this will reduce the portability of the application. RESTful APIs must be documented using the SWAGGER standard.

Security Considerations
- User interactions and all API requests should be through HTTPS.
- Enforce security policy through XACML.
- Use fine-grained role-based access control.
- Enforce API input parameters, raising exceptions when internally defined data standards are not followed.
- Key management and distribution for APIs using the OAuth 2.0 standard for API gateways.
- Provide logging (with the ability to export logs to a log analyzer such as Splunk) and auditing with a fine-grained audit policy.
- Provide throttling—the ability to rate limit a user's access to an API based on usage within a specified time frame (prevention of DOS).
- Public API consumers should be registered (or self-register). Use an approval process as appropriate, and avoid personally identifiable information involved with the registration.
- Validate API clients prior to processing their request.
- Expose friendly errors to users and API clients, keeping internal records of the actual errors.
- Error messages exposed to users or API clients shall not reveal data/logic details of abstracted processes.

Data Tool Server Technology Stack
- Windows operating system: Windows Server 2012 R2.
- .NET Framework: version 4.5 and later.
- Microsoft SQL Server: SQL Server 2012.
- Visual Studio: Visual Studio 2015.
- Coding languages: C# (no Visual Basic, please) and JavaScript.

With regard to CDNs and third-party tools, OJP Enterprise Architecture has approved the following tools and libraries for use in the OJP environment:
- Telerik DevCraft.
- Material Design Lite.
- Entity Framework 6 (object-relational data mapper).
- OData (Open Data Protocol).
- Telerik Kendo UI Core (HTML5 framework).
- CacheCow (open source framework for HTTP caching).
- Highcharts (interactive charts).

If the vendor has products it wishes to use in developing a solution that are not included above, the vendor should provide BJS an advance list of the products needed and a justification for departing from the standard OCIO .NET technology stack for review and approval. As BJS may require that unapproved tools and technology be removed from in-flight or delivered applications at the vendor's expense, it is important to obtain approval for deviation from OJP standards as early in the software life cycle as possible.

Technical Documentation and Review
Vendors may be asked to present the overall architectural factoring of the solution they plan to deliver to the OCIO Enterprise Review Board (ERB). This will include decomposition into areas of capability mapped to use of technologies, use of data standards and any existing services available, and plans to deliver new services as part of the solution. See the attached OCIO Solution Patterns Definition document.

In addition to presenting to the ERB, the vendor may be required to deliver documentation for and participate in the standard software life-cycle reviews:
- Requirements review.
  - Functional.
  - Nonfunctional.
- Design reviews.
  - Database design.
  - API design.
  - Application design.
- Sprint review sessions (if employing an Agile development methodology).
- Test plan review.
- Test results review.

The following documents will be required:
- Requirements.
- Requirements traceability matrix.
- Architecture/design document.
  - Architecture.
  - Interface.
  - Database.
  - APIs.
- Sprint/Scrum documentation (if employing an Agile development methodology).
- User's guide.
- Build, deployment, and implementation guide.
- Test plan/results.