

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



FY 2021 Local Jail Reporting Program (LJRP) Pilot Test

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Grants.gov Deadline:	June 14, 2021 11:59 PM
Application JustGrants Deadline:	June 28, 2021 11:59 PM

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is seeking applications for funding for the FY 2021 Local Jail Reporting Program Pilot Test. This pilot test will collect individual-level administrative record data from 10 large jails. The information collected will include jail admissions and releases, demographic characteristics of inmates, charges and dispositions, and sentences. This program furthers the Department's mission by increasing transparency, collaboration, and reporting of local jails.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. **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:

County governments, For profit organizations other than small businesses, Native American tribal governments (Federally recognized), Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, State governments, Unrestricted (open to any type of entity above), subject to any clarification in text field entitled as Additional Information on Eligibility

Contact Information

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

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or at 833-872-5175. The JustGrants Service Desk operates 5 a.m. to 9 p.m. EST Monday - Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

An applicant that experiences unforeseen Grants.gov or JustGrants 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.

For assistance with any other requirements of this solicitation, contact Zhen Zeng by telephone at 202-307-0765, or by email at AskBJS@usdoj.gov. Include "LJRP21" in the subject line.

Submission Information

In FY 2021, applications will be submitted to DOJ in a **NEW** two-step process.

Step 1: Applicants will submit an **SF-424 and an SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

Step 2: Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

OJP encourages applicants to review, the "How to Apply" section in the [OJP Grant Application Resource Guide](#).

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Program Description

Overview

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

The Bureau of Justice Statistics (BJS) is seeking applications for funding to conduct a pilot test of the Local Jails Reporting Program (LJRP), a new jail-data collection of individual-level jail inmate administrative records. The LJRP will capture jail bookings with timestamps and information on the circumstances of admission and release. It will also collect data on a one-day snapshot of the jail population, including demographic and criminal justice characteristics of inmates, such as offense or charge, bail and temporary release, court disposition, and sentence. The data collected from the LJRP will be used solely for statistical and research purposes. The LJRP will describe the movement of arrested persons through the jail system. In particular, the individual-level booking data will be key to understanding important issues, such as pre-trial detention, the use of bail and temporary release, and jail recidivism (by linking records of the same individuals). Approximately 11 million people are admitted to the more than 3,000 local jails each year. The sheer volume of associated jail records represents not only a unique opportunity for jail research, but also a challenge to efficiently capture, process, and analyze administrative data from different jail jurisdictions. The 2021 pilot test aims to collect data from about 10 of the largest local jails in the United States. About 6% of the total jail population will be covered. Through the pilot test, BJS will explore best practices to gain jail support for the LJRP and to deal with complex administrative booking data. If funding is available, BJS will consider gradually increasing collection coverage in future years.

Statutory Authority

34 U.S.C. §10132

Specific Information

BJS currently obtains aggregate data on the local jail population through establishment censuses and surveys of facilities (i.e., the Census of Jails and Annual Survey of Jails) and individual-level information on inmates through periodic personal interview surveys (i.e., the Survey of Local Jail Inmates and the National Inmate Survey). To complement existing jail collections, BJS is seeking applications to fund a pilot test of the LJRP, a new program that would allow BJS to obtain data that are difficult for individual jail facilities to aggregate and are therefore impractical to collect through jail establishment surveys. Such data include information on bail, offense or charge, and detailed inmate demographic and case characteristics. The LJRP would also allow BJS to collect data on the detained pretrial population, a group that Congressional appropriators have recently asked BJS to focus on. This subpopulation is difficult to sample through inmate self-report surveys due to the inmates' relatively short stays in jail. Some of the key information to be collected through the LJRP include—

- demographic characteristics of jail inmates
- unique identification variables that allow for the analysis of jail recidivism
- charge and disposition
- admission and release timestamps
- pre-trial release and detention status of inmates, including any changes in that status
- whether bail was offered, the amount of bail, and payment status
- type of release
- type and length of sentence.

Goals, Objectives, Deliverables, and Timeline

Goals

BJS wants to pilot-test the LJRP in 10 of the largest local jails in the country to assess the feasibility of collecting individual-level administrative record data; the cost of obtaining, processing, and analyzing these data; respondent burden in providing the data; data quality; and the difficulty of standardizing data elements across jails for analysis. The LJRP pilot test will provide inmate admission and release data and snapshots of inmate populations, with information such as demographic characteristics, detention status, charge and disposition, and sentencing. As befits the nature of this award as a cooperative agreement, BJS expects that the successful applicant will work closely with BJS to enroll and assist local jails in the provision of data, including contacting individual jails; preparing documents for local jail and BJS legal review, Institutional Review Board (IRB) approval, and Office of Management and Budget (OMB) information collection clearance; assisting local jails in writing data-extract programs; and processing and unifying data across the jails. At all times, BJS requires that data be secured and protected at rest and during transfer, to the specifications outlined in the BJS Data Protection Guidelines (https://www.bjs.gov/content/pub/pdf/BJS_Data_Protection_Guidelines.pdf).

Objectives

Objective 1: Review BJS's 2020 LJRP Feasibility Study report and related documents to determine the key data elements and the appropriate data extract structure that BJS should request of local jails for the pilot test.

In the fall of 2020, BJS conducted guided interviews with about 25 jails to understand their capability in sharing individual-

level inmate data with BJS, the availability of certain data elements, and the procedures and potential legal and logistical issues involved in sharing data with BJS. The recipient of funds should first consult with BJS and review documents related to the project to understand BJS's data needs and uses. The recipient should carefully review the report from the 2020 feasibility study and investigate the major inmate-management software programs used by jails, to assess the capability of jails to provide specific data elements that BJS seeks to collect. Then, weighing BJS's data needs against jails' capability in providing the data, the recipient should prepare a draft data-request document that specifies data elements, data extract structure, and expected processing requirements.

Objective 2: Interview jail representatives from the 30 largest local jails to learn about their specific case management systems and data-sharing policies and procedures.

The 30 largest local jails (listed below) will be contacted for the pilot test. The recipient will develop an outreach plan, recruit as many jails as possible from the list, and interview participants using an interview guide that BJS developed for the 2020 LJRP Feasibility Study. The interviews will take about one hour for each jail and will gather information about the jail's inmate management system, capability to provide specific data elements, ease of providing these data, and policies and procedures regarding data sharing. Of critical importance to this collection are pre-trial release and detention data and individual identifiers that can be used for linking booking records. Based on information learned about individual jails' specific case management systems and data-sharing policies and procedures, BJS and the recipient will select 10 jails for the pilot data collection.

Top 30 Jails by Inmate Population at Midyear 2019

1. Los Angeles County, CA	11. Philadelphia City, PA	21. Jacksonville City, FL
2. Harris County, TX	12. Miami-Dade County, FL	22. Fresno County, CA
3. Maricopa County, AZ	13. Tarrant County, TX	23. Pinellas County, FL
4. New York City, NY	14. Bexar County, TX	24. Fulton County, GA
5. San Diego County, CA	15. Riverside County, CA	25. Allegheny County, PA
6. Cook County, IL	16. Broward County, FL	26. Polk County, FL
7. San Bernardino County, CA	17. Las Vegas, NV	27. Gwinnett County, GA
8. Orange County, CA	18. Sacramento County, CA	28. Orange County, FL
9. Dallas County, TX	19. Hillsborough County, FL	29. Alameda County, CA
10. Shelby County, TN	20. Santa Clara County, CA	30. El Paso County, TX

Objective 3: Work with the selected jails to obtain individual-level administrative data for 2021, or for other years depending on the discussions between BJS and the participating jails.

The recipient shall assist BJS in preparing documents to obtain necessary authorizations and approvals to use jail administrative data, including legal memoranda of understanding and data use agreements, an IRB application, and an OMB clearance application. Applicants should plan to collect at least the following data types from 10 jails: (1) a one-day snapshot of jail inmate population and their demographic characteristics and criminal justice characteristics; (2) admission and release records for a period of one year that describe the movement of inmates through the jail; and (3) charge-code or offense categories. The recipient shall work with participating jails to determine data specifications and preferred method of data transfer. The specified data elements and data extract structure should provide the level of detail that BJS needs for research but not be overly cumbersome for jails to extract from their systems. The specifications should also be adaptable to other jails if BJS decides to expand the LJRP collection in the future. The recipient should be prepared to provide programming assistance and support should jails require it for data extraction.

Objective 4: Evaluate data quality, process the raw data, construct analytical files, and prepare data documentations.

The recipient of funds should evaluate the quality of incoming raw data by checking for missing data, out-of-range data, internal consistency, and so forth. External validations should also be incorporated in the evaluation. For example, aggregate statistics from BJS's jail surveys (e.g., the Annual Survey of Jails or Census of Jails) or participating jails' own statistical reports may be used as benchmarks. The recipient should work closely with BJS and consult with jail data providers to identify data issues and suggest appropriate remediations.

The recipient will clean the raw data and unify data fields across jails to create a set of high-quality, easy-to-use analytical files. As part of this task, the recipient will code individual jails' charge or offense data to a common offense variable. The recipient should also try to include in the analytical files good-quality identifiers for linking records.

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.

Deliverables

1. Attend a Kickoff Meeting and Develop a Final Timeline and Task Plan (Deliverable 1, due within one month of award). BJS will host a Webex kickoff meeting within the first month of the award. The meeting allows project staff to discuss and review all phases of the work and finalize a comprehensive timeline, identifying the start and delivery dates of

all deliverables. The recipient of funds will deliver the final timeline and task plan within 2 weeks of the kickoff meeting. This revised timeline serves as the starting point for the cooperative agreement and is subject change over the life of the project by mutual agreement of BJS and the award recipient.

2. Data Management Plan (Deliverable 2, due within 2 months of award). The recipient of funds will develop and maintain a Data Management Plan (DMP) that describes how the data collected under BJS's authority will be handled, processed, maintained, and disposed of. The DMP should provide general project information and describe the specific procedures that will be used to handle and process the data during the award period. For projects including information identifiable to a private person, or PII, the DMP should complement the information provided in the Privacy Certificate (28 C.F.R. § 22.23) to describe the controls in place to protect data confidentiality.

The DMP should provide, at minimum, information about the following categories:

- a. Project team: List the project team members (including individuals tasked with drafting and overseeing the DMP), identify their roles, and provide their contact information.

- a. Record lifecycle: 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, storage site(s) and method(s), file format(s), file sizes, file categories (e.g., PII and public data), sensitivity categorization(s), file path location(s), backup procedures, and data destruction method(s).

- a. Incident response plan: Describe the procedures the award recipient will follow in the event of a real or suspected breach of data, including PII that are collected or maintained in conjunction with the project.

- a. Data use agreements: As applicable, 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., an IRB approval process, encrypting data in transit and at rest, 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.

- a. Staff training: List the specific trainings that project staff are required to complete as a condition of funding and the completion dates.

- a. 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 recipient of funds should collaborate with the BJS Project Manager to complete the DMP and should submit the DMP to BJS for review and approval no later than **60 days** after the award start date. The award recipient is required to maintain an updated version of its DMP throughout the project period and receive written BJS approval prior to changing the approved plan. The award recipient should submit an updated copy of the DMP for review with its semi-annual progress reports and at any time on BJS's request.

3. Data Specifications (Deliverable 3, due within 3 months of award). The recipient of funds will develop a document that describes data fields to be collected, data type, and the appropriate database structure for linking different record types (e.g., charge, booking, or individual). The document shall also specify the standards and data naming conventions used. These specifications will serve as a template for BJS's data request to each participating jail of the pilot test. The recipient should keep the data specification document updated with any changes agreed upon by BJS and the recipient during the course of the project.

4. Outreach Plan (Deliverable 4, due within 3 months of award). The recipient of funds will suggest various strategies to gain jail support for the pilot test. The recipient shall provide a plan with a timeline of outreach activities that BJS and the

recipient will conduct to engage with the 30 largest local jails for the pilot test.

5. Document Preparation Support (Deliverable 5, as requested by BJS). During the course of the project, BJS and the recipient will prepare various documents to obtain approvals needed to collect the pilot data. The documents will include and are not limited to (a) legal memoranda of understanding and data use agreements between BJS and jails, (b) an IRB application for research involving human subjects, and (c) a full OMB clearance to interview the 30 largest local jails and subsequently collect data from 10 of those jails. While BJS will be primarily responsible for drafting the various documents, the recipient should be prepared to provide support (for example, reviewing, commenting on, and drafting portions of text) at the BJS Project Manager's request.

6. Interview the 30 Largest Local Jails and Provide a Summary of Interviews (Deliverable 6, due within 9 months of award). Following the steps outlined in the Outreach Plan (deliverable 4), the recipient will recruit jails from among the 30 largest local jails and interview their representatives individually. After all interviews have been completed, the recipient will provide a report summarizing findings from the interviews. The report should include information about individual jails' case management systems; data elements captured; and data-sharing policies and processes. In addition, the report should synthesize the information and recommend 10 jails for the pilot test, with specific suggestions for navigating the pilot data collection. The recipient should also be prepared to submit interview notes for BJS review.

7. Conduct a Pilot Test to Collect Individual-level Administrative Record Data From 10 of the 30 Largest Local Jails. After BJS obtains the necessary authorizations and enters into data-sharing agreements with the jails, the recipient will implement the pilot data collection and submit bi-weekly updates in an acceptable format to BJS. These updates will summarize outreach efforts, progress with each participating jail, and issues encountered in collection. These reports on the progress of data collection will collectively serve as **Deliverable 7, due bi-weekly after data collection starts, within approximately 15 months of the award.**

8. Raw Data Files with Documentation (Deliverable 8, due 2 weeks after each jail submits data). The recipient of funds will work with jail data providers to obtain data extracts that will yield individual-level data at three levels:

- a. Jail population at midyear or year-end (with individual identifier, age, sex, race, ethnicity, custody status, pre-trial status, bail information, admission date, sentence, and so forth).
- b. Admissions and releases (with movement timestamps, admission type, release reason, agencies released to, individual identifier, and so forth).
- c. Charges or offenses (charge code, severity, offense type, individual or booking identifier, and so forth).

The variables listed above are common data fields in jail case management systems. Availability will vary by jail system and policy. In capturing raw data from jails, the recipient needs to be flexible and prepared to accept data in different formats and structures. Some jails may be able to create data extracts to BJS's specifications, while some jails may simply provide a copy of a portion of their case management database. The recipient of funds should work with the jail data providers to prepare documentations (including data universe, variable definitions, value labels, and so forth). Because each jail-data provider will have its own schedule in providing data to BJS, the recipient should be prepared to receive the data files, prepare documentations, and share with BJS on a rolling basis for assessment.

9. Analytical Data Files (Deliverable 9, due 2 months after each jail submits data). The recipient will process the raw data files and unify data fields across jails to create a set of high-quality, easy-to-use analytical files in SAS, Stata, or SPSS format. The final analytical data files should have at minimum three files—jail population at midyear or year-end, admissions and releases, and charges or offenses—with applicable variables, as mentioned in Deliverable 8. These files should be provided to BJS no more than 2 months after each jail submits data. Codes used to process the data and generate the analytical files should also be provided.

As part of this task, the recipient will create a look-up table (or code) that will map individual jails' charge or offense data to a common offense variable with 8 to 20 categories. BJS will work with the recipient to determine the level of detail for the offense variable.

If available, the analytical files should also include good-quality identifiers for linking records (for example, admissions records to individuals and admissions to releases).

In the scenario where jails provide additional data files beyond the data requested by BJS, and BJS deems those data files useful, BJS may request that the recipient process those files, subject to funding availability.

10. Data Assessment Reports (Deliverable 10, due 2 months after each jail submits data). On a rolling basis, the recipient of funds will prepare a Data Assessment Report on the data received from each individual jail. The report should describe the formats and quantities of data received, evaluation work conducted on data quality, data errors found while running internal and external checks or duplicate checks, and remediation suggestions. Codes for data cleaning and data unification across jails should also be included.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of

the work completed, as discussed under Application and Submission Information.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in 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 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."

Federal Award Information

Awards, Amounts and Durations

Anticipated Number of Awards

1

Anticipated Maximum Dollar Amount of Awards

\$500,000.00

Period of Performance Start Date

10/1/21 12:00 AM

Period of Performance Duration (Months)

36

Anticipated Total Amount to be Awarded Under Solicitation

\$500,000.00

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 progress of award funded work, when making continuation award decisions.

Availability of Funds

This solicitation, and awards (if any are made) 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.

Types of Awards

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](#).

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. 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. See [OJP Grant Application Resource Guide](#) for additional information.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

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

See the [OJP Grant Application Resource Guide](#) 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](#) information on 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, 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—

- 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 System Modernization Act](#) (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 involving 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.

Further, BJS award recipients that receive funding for projects that involve collecting, acquiring, receiving, or transferring data under BJS's authority are required to develop and maintain a Data Management Plan (DMP) that describes how the data collected or maintained in conjunction with the project(s) will be handled, processed, maintained, delivered, and disposed. The DMP should provide general project information and describe the specific procedures that will be used to handle and process the data during the award period. For projects including information identifiable to a private person or personally identifiable information (PII), the DMP should complement the information provided in the Privacy Certificate (28 CFR § 22.23) to describe procedures and controls in place to protect data confidentiality.

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.

Eligibility Information

Eligibility (Who may apply):

- State governments.
- City or township governments.
- Public and State controlled institutions of higher education.
- County governments.
- Native American tribal organizations (other than Federally recognized tribal governments).
- Native American Research and Evaluation Independence and Integrity governments (Federally recognized).
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education.
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education.
- Unrestricted (open to any type of entity above), subject to any clarification in text field entitled as Additional Information on Eligibility.
- Private institutions of higher education.
- For-profit organizations other than small businesses.

For purposes of this solicitation, the term “State” means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virginia Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

To advance Executive Order 13929 Safe Policing for Safe Communities, as of October 28, 2020, the Attorney General determined that all 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 allocated FY 2021 DOJ discretionary grant funding, as either a recipient or a subrecipient. For detailed information on this new certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO>.

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). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

BJS may elect to fund applications submitted under this FY 2021 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Application and Submission Information

The following application elements **MUST** be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding:

- Proposal Abstract,
- Proposal Narrative,
- Budget Worksheet and Budget Narrative (web-based form).

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or that is nonresponsive to the scope of the solicitation.

Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 will be submitted in Grants.gov. 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.

In Section F of the SF-424, please include the name and contact information of the individual who will complete application materials 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 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.”)

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. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, applicants will need to: add zip codes for areas affected by the project; confirm their Authorized

Representative; and verify the organization's legal name and address.

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants Web-based form.

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 Times New Roman font; have no less than 1-inch margins; and should not exceed 30 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJS may negatively consider such noncompliance in peer review and in final award decisions.

The following sections must be included as part of the proposal narrative:

a. Description of the Issue OR Statement of the problem if research is involved

Describe the value of collecting individual-level administrative booking data for jail research. Applicants should explain how the LJRP will supplement BJS's current jail data collections and identify unique benefits of the LJRP for BJS and jail researchers. Applicants should also identify the critical data needs for the LJRP.

b. Project Design and Implementation

Describe the strategy and list activities to recruit jails for interview and to implement the pilot data collection. Applicants should discuss expected obstacles in implementing this data collection and strategy to overcome these obstacles. Applicants should discuss response burden involved in this data collection and identify ways to reduce the burden. Applicants should list the proposed program activities and describe how they relate to the stated LJRP objectives:

- Include dollar amounts for each funded task.
- Address priority areas of the pilot test.
- Provide quantitative measures to assess the quality and completeness of records collected under the pilot test.

Provide a time table indicating roughly when activities or program milestones are to be accomplished.

c. Capabilities and Competencies

Describe the capabilities and competencies to accomplish the goals and objectives of the project. The LJRP requires a team of persons with knowledge of jail record management systems and the appropriate methods of data collection from jails. Applicants should describe related skills sets and past experiences with jail data collection, conducting interviews, data management, and statistical analysis.

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 impact of the project. Describe the process to accurately report data.

Note: applicants are **not** required to submit performance data with the application. Rather, 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.

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."

A list of performance-measure questions for this program can be found in the Performance Measures chart near the end of this document.

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

Award recipients will be required to submit performance measure data and performance reports in JustGrants. Further guidance on the post-award submission process will be provided, if 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 under “Note on Project Evaluations” in the [OJP Grant Application Resource Guide](#).

Goals, Objectives, Deliverables, and Timeline

Applicants will submit the FY 2021 LJRP Pilot Test goals, objectives, deliverables, and timelines in the JustGrants Web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

Indirect Cost Rate Agreement (if applicable)

Applicants will submit their indirect cost rate agreement by uploading the agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management Questionnaire (including applicant disclosure of high-risk status)

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Additional Application Components

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 28 CFR Part 46. Applicants should complete the Human Subjects Protection Certification of Compliance form, available at www.bjs.gov/content/hscr.cfm. 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. A model certificate is located at www.bjs.gov/content/pub/pdf/bjsmpc.pdf. Applicants should attach the completed Privacy Certificate in JustGrants.

Disclosures and Assurances

Applicants will complete the following disclosures and assurances.

Disclosure of Lobbying Activities

Applicants will complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

See the DOJ Certified Standard Assurances in the [OJP Grant Application Resource Guide](#).

Applicant Disclosure of Duplication in Cost Items

Applicants will 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; and Drug-Free Workplace Requirements

Applicants will review and accept the DOJ Certified 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)

If applicable, applicants will submit an Applicant Disclosure and Justification as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information. 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 non-compliance with award terms and conditions on prior awards, or that is otherwise not responsible.

Additional Attachments

Appendices (not counted against the 30-page program narrative limit) include—

- a. bibliography or references.
- b. any tools, instruments, tables, charts, or graphs pertaining to the proposed project that are supplemental to such items included in the main body of the narrative.
- c. curriculum vitae or résumés of the principal investigator and any and all co-principal investigators. In addition, curriculum vitae, résumés, or biographical sketches of individuals (regardless of investigator status) who will be significantly involved in substantive aspects of the proposal (including individuals such as research methodologists or statisticians serving as consultants and experts familiar with gathering data from local jails).
- d. list of all proposed project staff members (to the extent known), including those affiliated with the applicant organization or any proposed subrecipient organization(s), any proposed consultant(s) and contractor(s) (whether individuals or organizations). The list should include, for each individual and organization, the name, title (if applicable), employer or other organizational affiliation, and roles and responsibilities proposed for the project.
- e. detailed proposed project timeline with expected milestones and level of staff effort for each phase of work.
- f. list of any previous and current BJS awards to the applicant organization and investigator(s), including the BJS-assigned award numbers and a brief description of any scholarly products that resulted in whole or in part from work funded under the BJS award(s).
- g. letters of cooperation/support or administrative agreements from organizations collaborating in the project, such as universities, lawyers, justice agency personnel, or other membership groups (if applicable).
- h. List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable).

How to Apply

Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

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

Submission Dates and Time

The **SF-424** and the **SF-LLL** will be submitted in Grants.gov by 11:59 p.m. eastern time on June 14, 2021. 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.

The **full application** will be submitted in JustGrants by 11:59 p.m. eastern time on June 28, 2021.

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

Application Review Information

Review Criteria

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

1. Statement of the Problem/Description of the Issue (15%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (35%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (30%) - evaluate administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (15%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

b. Additional Review Criteria

Other important considerations for BJS include geographic diversity, strategic priorities available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (Web-based Form) accurately explain 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 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 stated review criteria above.

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

- 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. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant 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 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 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 Assistant Attorney General, who may take into account not only peer review ratings and BJS recommendations, but also other factors as indicated in this section.

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

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).

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 (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 the Program Description section, 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.

Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

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 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
Determine the key data elements and the appropriate data extract structure for the pilot test by reviewing BJS's 2020 LJRP Feasibility Study report and related documents.	Report submitted on data specifications.	(a) Date that data elements and appropriate data extract structure were submitted to BJS for review and (b) list of documents reviewed.
Interview jail representatives from the 30 largest local jails to learn about their specific case management systems and data-sharing policies and procedures.	Interviewed at least 20 jails. Number of jails contacted for interviews. Summary report submitted.	(a) Number of jails interviewed, (b) list of outreach efforts, and (c) date that "summary of interviews" report was submitted to BJS.
Work with the selected jails to obtain individual-level administrative data.	Obtain data from at least 8 jails. Number of jails contacted to provide pilot data. Help prepare documents to obtain approvals for data collection.	(a) Number of jails that submitted data extracts, (b) list of outreach efforts, and (c) list of documents that recipient helped BJS Project Manager prepare.
Evaluate data quality, process the raw data, construct analytical files, and prepare data documentations.	Raw data converted to standardized format. Records/data in the database that are complete and accurate.	(a) Dates that data files were received from jails, (b) dates that data files and documentation were submitted to BJS, (c) dates that analytical files were submitted to BJS, and (d) dates that data assessment reports were submitted to BJS.

Application Checklist

FY 2021 Local Jail Reporting Program (LJRP) Pilot Test

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

What an Applicant Must Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov
- Access Funding Opportunity and Application Package (see [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, reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2021 Awards](#)" in the [OJP Funding Resource Center](#).

Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$500,000.

Eligibility Requirement:

- State governments.
 - City or township governments.
 - Public and State controlled institutions of higher education.
 - County governments.
 - Native American tribal organizations (other than Federally recognized tribal governments).
 - Native American tribal governments (Federally recognized).
 - Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education.
 - Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education.
 - Unrestricted (open to any type of entity above), subject to any clarification in text field entitled as Additional Information on Eligibility.
 - Private institutions of higher education.
 - For-profit organizations other than small businesses.
- Submit **SF-424** and **SF-LLL** in Grants.gov

After SF-424 and SF-LLL Submission in Grants.gov, Receive Grants.gov Email Notifications that:

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

- Contact BJS regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Receive email notification to complete application in JustGrants:

- Complete Application in JustGrants

Content of Application Submission:

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Narrative (web-based form)
- Appendices

Content of Application Submission continued

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Intergovernmental Review [insert if applicable]
- Standard Applicant Information (SF-424 info from Grants.gov)

Budget and Associated Documentation

- Budget Worksheet and Budget Narrative (Web-based form)
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))

Additional Application Components

- Tribal Authorizing Resolution (if applicable) [insert if applicable] (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity [insert if listed in the solicitation] (see [OJP Grant Application Resource Guide](#))

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (Pending Applications) (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurance (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](#))

Submit Application in JustGrants:

- Application has been successfully submitted in JustGrants

If No JustGrants Application Submission, Validation, or Error Notifications are Received:

- Contact JustGrants.Support@usdoj.gov or 833-872-5175 regarding technical difficulties.