

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



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## FY 2021 Continuation of the Federal Justice Statistics Program

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| <b>Assistance Listing Number #</b>      | 16.734                  |
| <b>Grants.gov Opportunity Number:</b>   | O-BJS-2021-48005        |
| <b>Solicitation Release Date:</b>       | December 22, 2020       |
| <b>Grants.gov Deadline: Application</b> | March 30, 2021 11:59 PM |
| <b>JustGrants Deadline:</b>             | April 13, 2021 11:59 PM |

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### 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 fiscal year (FY) 2021 Continuation of the Federal Justice Statistics Program (FJSP). This data collection program is a component of the BJS Criminal Justice Statistics Program. The FJSP provides information on the federal criminal case processing of defendants arrested, prosecuted, adjudicated, sentenced, and in prison, with a focus on linking records across stages of the case process. BJS has sought to maximize the utility of the FJSP by providing the data and tools to support evidence-based analyses for DOJ and other executive, legislative, and judicial branch agencies. This includes expanding the information available through the Federal Criminal Case Processing query tool and demonstrating new ways the federal data, especially through record-linkage tools, can be analyzed to develop evidence to support policymaking. This program furthers the Department's mission by increasing transparency, collaboration, and reporting of federal criminal justice agencies.

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:

### Other

- National, regional, state, or local public and private entities, including 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
- Federally recognized Indian tribal governments (as determined by the Secretary of the Interior)

To advance Executive Order 13929 Safe Policing for Safe Communities, 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 eligible for FY 2021 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use of force policies adhere to all applicable federal, state, and local laws; and (2) the agency's use of force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this new certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, Implementation Fact Sheet, and List of Designated Independent Credentialing Bodies.

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](#).

## 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](mailto: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](mailto: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 Mark Motivans by telephone at 202-307-0765 or by email at [AskBJS@usdoj.gov](mailto:AskBJS@usdoj.gov). Include "FJSP21" 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://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 Federal Justice Statistics Program (FJSP) at the Bureau of Justice Statistics (BJS) compiles statistical information on defendants processed across stages of the federal criminal justice system. Under this program, administrative data are received from seven federal justice agencies each year and are standardized, maintained, linked, analyzed, and archived. The standardized data represent annual cohorts of persons processed from arrest to prosecution, through pretrial release, adjudication, sentencing, appeals, and corrections. The FJSP also enables analysts to link these records to track cases as they move through the federal criminal justice system.

## Statutory Authority

34 U.S.C. §10132(c)(19)

## Specific Information

The FJSP serves as the national clearinghouse of administrative federal criminal case processing data and responds directly to the legislative authorization that BJS “collect, analyze, and disseminate comprehensive federal justice transaction statistics ... and to provide technical assistance to and work jointly with other federal agencies to improve the availability and quality of federal justice data” (34 U.S.C. 10132 (c) (15)). The FJSP currently contains data files from 1994 to 2018. Tasks under this award will include receiving fiscal years (FY) 2021 to 2023 data files from seven federal agencies, converting data into Standard Analysis File (SAF) format using SAS statistical software code, ensuring data quality and confidentiality standards, and updating the dyad link files to include all available data. The recipient will provide technical assistance to BJS and others who use FJSP data, and will update and expand the BJS federal online query tool. The recipient will also prepare and submit public-use data files and codebooks to the National Archive of Criminal Justice Data (NACJD). The successful applicant will receive all relevant data, computer code, and documentation used to create the SAFs, dyad link files, BJS online query tool, and files submitted to NACJD.

***Applying Methods to Make Annual Cross-Section Data More Uniform.*** Data received from participating agencies are standardized by the recipient of funds using statistical programs to create a common unit of analysis, an equivalent period for reporting of events (fiscal year), and a common offense classification scheme. The unit of analysis is the defendant-case or an individual defendant appearing in a case. This more closely unifies federal justice statistics reporting across agencies that have different methods of data collection, processing, and reporting. SAS programming language is used under the FJSP to standardize key case processing concepts. The recipient of funds will update the statistical programs each year to address changes to the agency data files, such as adding new offense codes and variables. In addition, personal identifying information is removed from the files

prior to archiving. The reconciled data (SAFs) are central to BJS's capacity for reporting uniform federal criminal case processing statistics each year. The FJSP includes 30 SAFs (table 1).

| <b>Table 1. 30 Standard Analysis Files (SAFs) in the FJSP by Stage of Process and Data Source</b> |  |  |
|---|--|--|
| <b>Stage of federal process</b>   | <b>Data source</b>   | <b>SAFs by cohort</b>  |
| Arrest and booking<br><br>Warrants initiated and cleared<br><br>Pretrial detention                | <b>U.S. Marshals Service</b><br><br>Justice Detainee Information System (JDIS)<br><br>Warrant Information Network (WIN)  | 1. Federal suspects arrested and booked<br>2. Warrants initiated*<br>3. Warrants cleared*<br>4. Federal suspects admitted to pretrial detention*<br>5. Federal suspects released from pretrial detention*<br>6. Federal suspects in pretrial detention at fiscal year-end* |
| Suspects arrested by the Drug Enforcement Administration  | <b>Drug Enforcement Administration</b><br><br>Defendant Statistical System (DSS)   | 7. Federal and state suspects arrested by the DEA*   |
| Investigation and prosecution   | <b>Executive Office for U.S. Attorneys</b><br><br>National Legal Information Office Network System (LIONS)   | 8. Suspects in matters investigated<br>9. Suspects in matters concluded<br>10. Defendants in cases filed<br>11. Defendants in cases terminated<br>12. Charges for defendants in cases filed<br>13. Charges for defendants in cases terminated                              |
| Pretrial release  | <b>Administrative Office of the U.S. Courts (AOUSC): U.S. Probation and Pretrial Services Office</b><br><br>Probation and Pretrial Services Automated Case Tracking System (PACTS) | 14. Defendants interviewed, investigated, or otherwise entering pretrial services*<br>15. Defendants terminating pretrial services*<br>16. Defendants under active pretrial supervision at fiscal yearend*   |

|   |  |   |
|---|--|---|
| Cases filed and terminated in U.S. district court; cases pending at fiscal yearend  | <b>AOUSC: Case Management/ Electronic Case Files (CM/ECF)</b>  | 17. Defendants in cases filed<br>18. Defendants in cases terminated<br>19. Defendants in cases pending  |
| Defendants sentenced pursuant to the Sentencing Reform Act of 1984  | <b>United States Sentencing Commission</b><br><br>Monitoring Data Base   | 20. Defendants sentenced  |
| Criminal appeals terminated   | <b>AOUSC: U.S. Court of Appeals</b><br><br>Integrated Database (IDB)   | 21. Defendants in criminal appeals terminated   |
| Offenders entering and exiting probation, parole, and supervised release and on supervision at fiscal yearend                               | <b>AOUSC: U.S. Probation and Pretrial</b><br><br>Probation and Pretrial Services Automated Case Tracking System (PACTS)* | 22. Offenders entering active supervision in the community*<br>23. Offenders terminating active supervision*<br>24. Offenders under active supervision at fiscal yearend* |
| Offenders entering and exiting prison and in prison at fiscal yearend   | <b>Bureau of Prisons SENTRY System</b>   | 25. Offenders admitted to federal prison<br>26. Offenders released from federal prison<br>27. Offenders in federal prison at fiscal yearend                               |
| EOIR cases filed and terminated in immigration court; cases pending at fiscal yearend   | <b>Executive Office for Immigration Review (EOIR)</b><br><br>Case Access System for EOIR (CASE)                          | 28. EOIR defendants in cases filed<br>29. EOIR defendants in cases terminated<br>30. EOIR defendants in cases pending   |
| * Indicates SAFs that are not made publicly available at the National Archive of Criminal Justice Data at the request of the source agency. |  |   |

**Applying and Improving Methods to Link Federal Data.** To improve the analytical capability of the federal data, BJS has sought the best approach to link records across the case process. Linked or longitudinal data can effectively address analytic and policy questions concerning system efficiencies, workload issues, and resource allocation decisions. Linked data can also be used to augment information that may be missing or incomplete in one agency with data from another agency. Because there is not one unique identifier collected by

all agencies that would permit an automated linking of records, available identifiers are used to link records.

The dyad link files match person-case records between SAFs from the FJSP database to track defendants and cases across stages of the federal criminal case process. Each dyad or linked pair is made up of two agency SAFs from adjacent stages of the federal case process that have been linked. Software programs written in SAS statistical language use personal identifiers to match records. There are 10 dyad link files (table 2). The dyad link method maximizes match rates between a pair of adjacent agency cohort files at a time, with attention to selected identifiers unique to each dyad. Once the link has been made, personal identifiers are removed and replaced with a sanitized identification number, which allows users to link case records using SAFs without needing confidential identifying information. Examples include records linked between arrest and prosecution, prosecution and adjudication, adjudication and sentencing, and sentencing and prison admission. BJS seeks ways to improve link rates by using both person- and case-centric information. SAFs and dyad link files are currently available for FY 1994 to FY 2018. SAFs and dyad link files for FY 2019 and FY 2020 are currently being processed. This award supports updating 30 SAFs and 10 dyad link files each year for FY 2021 to FY 2023.

| <b>Table 2. 10 Dyad Link Files in the FJSP by Cohorts Linked</b>  |
|---|
| <b>Intra-Agency Dyad Links:</b> Link suspects/defendants within an agency's data from when the record is open to when it is closed  |
| 1. EOUSA Suspects in Matters Received and Suspects in Matters Concluded   |
| 2. EOUSA Suspects in Matters Concluded and Defendants in Cases Disposed   |
| 3. EOUSA Suspects in Matters Concluded and Defendants in Cases Filed  |
| 4. EOUSA Defendants in Cases Filed and Defendants in Cases Disposed   |
| 5. AOUSC Defendants in Cases Filed and Defendants in Cases Disposed   |
| <b>Inter-Agency Dyad Links:</b> Link suspects/defendants across the data from two distinct agencies   |
| 6. EOUSA Suspects in Matters Concluded and USMS Suspects Arrested and Booked  |
| 7. EOUSA Defendants in Cases Filed and AOUSC Defendants in Cases Filed  |
| 8. EOUSA Defendants in Cases Disposed and AOUSC Defendants in Cases Disposed  |
| 9. AOUSC Defendants in Cases Disposed and USSC Defendants Sentenced   |
| 10. BOP Offenders Admitted to Federal Prison and USSC Defendants Sentenced  |
| Note: EOUSA = Executive Office for U.S. Attorneys, AOUSC = Administrative Office of the U.S. Courts, USMS = U.S. Marshals Service, USSC = United States Sentencing Commission, BOP = Bureau of Prisons. |

## Goals, Objectives, Deliverables, and Timeline

### Goals

The FJSP seeks to collect and process administrative data received from seven federal

justice agencies to provide data on arrests, prosecutions, adjudications, sentencing, appeals, imprisonment, and immigration court proceedings.

FJSP data are crucial to BJS's efforts to report statistics on the federal criminal justice system. Each participating agency's data provides a piece of the broader picture, and BJS must ensure that data are uniform, timely, accurate, and accessible by publishing statistics and making data available for secondary analysis. BJS expects that during the project period, needs will evolve and the content of specific tasks in the areas outlined by the objectives may be modified. The successful applicant must be organized as an entity that is responsive to changing priorities and can adapt quickly to substantive shifts in tasks. The recipient, within the first 3 months of the project period, will be provided with a complete archive of the raw and customized data files prepared over the history of the FJSP and all documentation (including software code) that has been produced by this project.

In preparing proposals for this solicitation, applicants are strongly encouraged to review datasets, [statistical reports](#) available on the BJS website, the [BJS Federal Criminal Case Processing Statistics query tool](#), and the [National Archive of Criminal Justice Data \(NACJD\)](#) at the University of Michigan website. Documentation on the [dyad link file methodology](#) is also available. The 2021 FJSP will build directly on and improve this past work. Applicants should carefully review agency data elements necessary to describe the process from criminal arrest to imprisonment. Applicants are encouraged to contact BJS with any questions as they prepare their applications. BJS will share with the successful applicant existing data processing programs, including information on record linkage, data transformation, and cleaning processes. It is expected that the successful applicant will build upon these existing programs, and modify them or create new programs, as needed, to improve the FJSP during the performance period.

## Objectives

The recipient of funds will—

1. collect, standardize, maintain, and archive federal data in a timely and accurate manner
2. provide expertise in updating and expanding FJSP record linkage capabilities
3. provide formatted data for importing into the current BJS web query tool and expand the BJS query tool to include additional stages (pretrial/postconviction supervision and pretrial detention)
4. provide technical assistance to BJS, federal agencies, and the public
5. prepare public data for archiving and documentation, including data user guide(s).

## Deliverables

1. **Attend a kickoff meeting and develop a final timeline and task plan (Deliverable 1, due within 1 month of award).** BJS will host a kickoff meeting in Washington, D.C., within the first month of the award. Depending on award timing, the meeting may occur in a virtual environment. The meeting allows project staff to meet face-to-face, 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 (Deliverable 2)**. This revised timeline, identifying the start and delivery dates as the starting point for the cooperative agreement, may change over the life of the project.

2. **Data Management Plan (Deliverable 3, 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. 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.
- b. 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 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.
- c. 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 size(s), file category(ies) (e.g., PII and public data), sensitivity categorization(s), file path location(s), backup procedure(s), and data destruction method(s).
- d. 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.
- e. 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.
- f. Data archiving: Describe what data elements will be prepared for archiving, how the data will be prepared, and what level of access will be assigned (e.g., as public use files, restricted access, or other).
- g. Staff training: List the specific trainings that project staff are required to complete as a condition of funding, and the completion dates.

- h. **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 semiannual progress reports, and at any time on BJS's request.

3. **Update FJSP database by applying algorithms to—**
  - a. **Create annual set of 30 SAFs (Deliverable 4, final versions due by July of each year in award period).**
  - b. **Update annual set of 10 dyad link files (Deliverable 5, final versions due by August of each year in award period).** Recipient will provide expertise in improving record link rates between agencies.
4. **Update codebooks, apply data consistency checks, and document steps taken to ensure quality control.** Update individual SAF and dyad link file codebooks and quality control reports; ensure the *FJSP Policy and Procedures Manual* is accurate and current (**Deliverable 6, final versions due by August of each year in award period**).
5. **Update BJS Federal Criminal Case Processing Statistics (FCCPS) web query tool (Deliverable 7, final versions due by August of each year in award period).** The recipient will be responsible for producing formatted data files for incorporation into the BJS FCCPS web query tool. The tool allows users to query interactively federal data, and download query results as a spreadsheet (available at [www.bjs.gov/fjsrc/](http://www.bjs.gov/fjsrc/)). Recipient will perform data quality checks that demonstrate accuracy of data provided for query tool. A required task under this award will be to review and update the metadata each year to ensure the Electronic Data Dictionary component of the tool is accurate and complete. The recipient will also be required to augment the current query tool with new data reflecting defendants on pretrial release (from the Administrative Office of the U.S. Courts, or AOUSC) and in pretrial detention (from the U.S. Marshals Service) as well as offenders on postconviction supervision in the community (from the AOUSC). Currently, the query tool permits querying data from 1998 to 2018 with 2019 data in development. It is anticipated that updating the query tool with data for 2020 to 2023 will be supported under this award.
6. **Prepare Public-Use Data Files (Deliverable 8, final versions due by December of each year in award period).** The recipient will be responsible for tasks involved in preparing analytic datasets and codebooks for public use. Recipient will prepare codebooks for both SAFs and dyad link files. The task also involves removing personal identifying information or “sanitizing” the data files. The recipient will transfer the complete set of FJSP sanitized public files and codebooks to the NACJD (see <https://www.icpsr.umich.edu/icpsrweb/NACJD/index.jsp>).

7. **Provide technical assistance.** The recipient will provide technical assistance at the request of BJS. Timelines will be established with BJS at the time of the request.

**Additional Guidance:** Applicants should consider the following:

1. The recipient of funds should expect to have routine contact with the data contacts from federal justice agencies participating in the FJSP.
2. The project staff should demonstrate an understanding of collecting and linking administrative data.

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.”

## Information Systems 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. 2](#).
- 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](https://www.bjs.gov/content/pub/pdf/BJS_Data_Protection_Guidelines.pdf).

## **Federal Award Information**

### **Awards, Amounts and Durations**

#### **Anticipated Number of Awards**

1

**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**

\$3,300,000.00

**Additional Information**

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.

**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**

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

**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.

## **Budget 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.

## **Eligibility Information**

For eligibility information, see the title page.

## **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.

**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. Statement of the Problem
  - purpose, goals, and objectives
  - review of relevant literature. This section does not need to include a history of the FJSP, unless relevant to the overall literature review.

- b. Project Design and Implementation
  - detailed description of research design and methods, including innovative approaches to address all deliverables outlined in the statement of work.
- c. Capabilities and Competencies
  - management plan and organization
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures  
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.

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."

Applicants can also visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

Performance measures for this solicitation are listed in Appendix A: Performance Measures Table.

Award recipients will be required to submit performance measure data in [insert PMT Tool name], and separately submit a [enter frequency (e.g., semi-annual, annual) performance report in JustGrants. Further guidance on the post-award submission process will be provided, if selected for award.

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 FJSP's 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**

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**

Applicants will attach the additional requested documentation in JustGrants.

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.
- d. A detailed proposed project timeline with expected milestones and level of staff effort for each phase of work.
- e. 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).
- f. Letters of cooperation/support or administrative agreements from organizations collaborating in the project, such as universities, lawyers, justice agency personnel, or other membership groups.
- g. List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable).

**Human Subjects Protection Certification of Compliance.** 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](http://www.bjs.gov/content/hscr.cfm). Applicants should attach the completed certification form in JustGrants.

## **Privacy Certificate**

**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](http://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 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 noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

## **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. on March 30, 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. on April 13, 2021.

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

## 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 (20%)**

Applicants should demonstrate their knowledge of BJS and the FJSP, its mission, and its statistical coverage of the federal criminal justice system. They should also describe the challenges of linking those data across different criminal justice agencies. Applicants should describe their understanding of the FJSP collections, their purpose and goals, and demonstrate familiarity with products developed using these data.

**2. Project Design and Implementation (25%)**

The project design, particularly the approach used to create SAFs and link records, is critical to the FJSP. Applicants should describe how they will achieve objectives to produce these key deliverables in an accurate, transparent, and timely manner. Applicants should describe how they will manage resources in a cost-effective manner and how they will adaptively manage project timelines to meet BJS's priorities .

**3. Capabilities and Competencies (40%)**

The FJSP requires a team of persons with substantial knowledge of federal criminal justice records (arrest, prosecution, pretrial, sentencing, appeals, and corrections). The team should also include persons knowledgeable about the participating agencies contributing data and their records management systems. Applicants should describe their capacity to provide the substantive, analytic, and methodological research services necessary to meet the objectives of the FJSP. This may include past data collection and management efforts, designing and implementing data visualizations, data security, and communication with agency experts. Applicants should demonstrate knowledge of statistical programs written in SAS and Stata. Knowledge of geographical information system software (e.g., ArcView) is preferred. In addition, working knowledge of Tableau, Python, SQL, and Oracle is required. Applicants must show that they can provide technical skills related to record linkage to include capability to improve tracking of cases across the federal criminal case process.

**4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)**

The applicant should also provide an explanation of how it will meet performance measures listed in the performance measure table at the end of the solicitation. In particular, the applicant should outline its data security checks, its methods for transferring data securely, and how financial and progress reports will be compiled and submitted.

**5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).**

The budget must be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize the cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.

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 Director of BJS, 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, monthly and 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.

## **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**

### **Appendix A: Performance Measures**

| Objective  | Performance Measure(s)   | Data Recipient Provides   |
|--|--|---|
| Develop and administer the FJSP, produce SAFs, and update dyad link files. | <p>Number of deliverables completed on time, as determined by BJS.</p><br><p>Number of deliverables that meet expectations, as defined by BJS.</p>   | <p>The recipient of funds should provide timely deliverables that meet the outlined expectations for administrative data processing, record linkage, and documentation.</p> <p>Deliverables include but are not limited to—</p> <ul style="list-style-type: none"> <li>a. Project timeline and tasks</li> <li>b. Evaluation of data received and missing information retrieved from agency</li> <li>c. Data collection</li> <li>d. Data documentation</li> <li>e. Data file processing</li> <li>f. Quarterly and semiannual reports</li> <li>g. Monthly phone meetings</li> </ul> |
|  | Effective management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits. Percent of project milestones and deadlines achieved. | <p>Quarterly and semiannual progress reports.</p> <p>Monthly phone meetings with BJS staff to inform of progress.</p> <p>Update <i>FJSP Policy and Procedures Manual</i> as changes occur.</p>  |
|  | <p>Percent of deliverables completed within budget.</p> <p>Percent of agencies with face-to-face meetings at least once each project year.</p>   | Face-to-face meetings with agency staff (at least once each project year).  |

|   |  |   |
|---|--|---|
| Update and expand Federal Criminal Case Processing Statistics query tool      | Delivery of the data collection website that adheres to the specifications and functions defined by BJS  | Provide the following:<br>a. date website submitted for grantor agency testing<br>b. date website launched<br>c. summary of the functions and capabilities of the website<br>d. protocol for website testing<br>e. data quality checks  |
| Prepare and provide sanitized SAFs and dyad link files to NACJD for archiving | Percent of SAFs that are completed in a comprehensive, timely, and accurate manner.  | Raw agency data files.<br><br>SAFs, including sanitized files, formatted for archiving at NACJD.<br><br>Statistical code (SAS and Stata) of programs used to generate all SAFs.   |
|   | Maintain 5% error rate or less (error rate = total errors in all outputs of table deliverables/total number of outputs produced in a table deliverable). | Documentation confirming verification of tables and footnotes.  |
|   | Percent of dyad link files that are completed in a comprehensive, timely, and accurate manner.   | Produce 10 annual dyad link files (draft and final), including dyad link files de-identified and formatted for archiving at NACJD.<br><br>Provide data and documentation, including statistical code and codebook, to BJS<br><br>Prepare and submit dyad link files to NACJD. |

**Application Checklist  
Appendix B**

## FY 2021 Continuation of the Federal Justice Statistics Program

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](http://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 \$3.3 million

*Eligibility Requirement:*

- National, regional, state, or local public and private entities, including 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
- Federally recognized Indian tribal governments (as determined by the Secretary of the Interior)
- Public and state-controlled institutions of higher education
- Private institutions of higher education

- 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 (or JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175) 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
- Program Narrative
- Budget Worksheet and Budget Narrative (Web-based form)

The following items are critical application elements required to pass

### **Content of Application Submission**

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Standard Applicant Information (SF-424 info from Grants.gov)
- Proposal Abstract
- Proposal Narrative

### Budget and Associated Documentation

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

### Additional Application Components

- Certification of Human Subjects Protection (see [www.bjs.gov/content/hscr.cfm](http://www.bjs.gov/content/hscr.cfm))
- Privacy Certification form (see [www.bjs.gov/content/pub/pdf/bjsmpc.pdf](http://www.bjs.gov/content/pub/pdf/bjsmpc.pdf))
- Request and Justification for Employee Compensation; Waiver (if applicable) (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 Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification - DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

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](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175 regarding technical difficulties